

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Subject: Missed Psychiatric Medication Management Appointment

Dear [Patient Name],

This letter is to inform you that we missed you at your scheduled psychiatric medication management appointment on [Date] at [Time].

Regular follow-up appointments are essential for monitoring your medications, managing side effects, and ensuring the effectiveness of your treatment plan. Missing these visits can lead to interruptions in your prescriptions and may impact your overall health and safety.

Please contact our office at [Phone Number] as soon as possible to reschedule. If you have already called to reschedule or have decided to discontinue treatment, please let us know so we can update your medical records accordingly.

Please note that our office policy regarding missed appointments is [Briefly mention policy, e.g., a "no-show" fee may apply].

We look forward to hearing from you and continuing to support your mental health needs.

Sincerely,

[Provider/Clinic Name]

[Phone Number]

[Email/Website]