

[Current Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Subject: Missed Physical Therapy Appointment Reminder

Dear [Patient Name],

We are writing to let you know that we missed you at your scheduled physical therapy rehabilitation appointment on [Date of Missed Appointment] at [Time].

Consistency is a key factor in your recovery process. Missing sessions can delay your progress and impact the effectiveness of your treatment plan.

Please contact our office at [Phone Number] as soon as possible to reschedule this session. If you have already called to reschedule or if you missed this appointment due to an emergency, please disregard this notice.

We look forward to helping you continue your rehabilitation.

Sincerely,

[Clinic Name]

[Provider Name/Administrative Staff]

[Phone Number]

[Email Address]