

[Current Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Subject: Missed Routine Checkup Appointment

Dear [Patient Name],

We missed you at your scheduled routine checkup on [Date of Missed Appointment] at [Time].

Regular checkups are important for monitoring your overall health and preventing future issues. We would like to help you reschedule this appointment as soon as possible.

Please contact our office at [Phone Number] or visit our online portal at [Website URL] to select a new date and time that works for you.

If you have already rescheduled or if you believe you received this letter in error, please disregard this notice.

We look forward to seeing you soon.

Sincerely,

[Doctor/Practice Name]

[Office Phone Number]

[Office Email]