

[Clinic Name]
[Clinic Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Patient Name]
[Patient Address]
[City, State, Zip Code]

Subject: Reminder to Reschedule Your Missed Appointment

Dear [Patient Name],

We are writing to follow up regarding your missed appointment scheduled for [Date of Missed Appointment] at [Time]. We missed seeing you at the clinic.

Your health is important to us. Regular follow-ups and scheduled visits are essential to ensure you receive the continuous care you need. We would like to get you back on the schedule as soon as possible.

Please contact our office at [Phone Number] during our business hours to reschedule this visit. You may also request an appointment through our patient portal at [Website URL/Portal Link].

If you have already rescheduled this appointment, please disregard this letter. If you have any questions or if there is anything we can do to assist you, do not hesitate to reach out.

Sincerely,

[Sender Name/Department Name]
[Clinic Name]