

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Subject: Missed Appointment - Annual Physical Exam

Dear [Patient Name],

We missed you at your scheduled annual physical exam on [Date of Missed Appointment] at [Time].

Routine physical exams are an important part of your preventive healthcare. These visits allow your provider to monitor your health, update vaccinations, and address any concerns before they become serious issues.

Please contact our office at [Phone Number] or visit our online portal at [Website URL] to reschedule your appointment. If you have already rescheduled, please disregard this notice.

If you no longer require this appointment or have moved your care to another provider, please let us know so we can update your records.

We look forward to seeing you soon.

Sincerely,

[Provider Name or Clinic Name]

[Clinic Phone Number]

[Clinic Address]