

[Date]

[Parent/Guardian Name]

[Address]

[City, State, Zip Code]

Subject: Missed Appointment for [Patient Name]

Dear [Parent/Guardian Name],

We missed seeing [Patient Name] for their scheduled appointment on [Date of Missed Appointment] at [Time].

Consistent medical check-ups are important for monitoring your child's growth, development, and overall health. We want to ensure your child stays on track with their wellness visits and any necessary immunizations.

Please call our office at [Phone Number] at your earliest convenience to reschedule. You may also schedule through our patient portal at [Website URL].

If you have already rescheduled this appointment, please disregard this letter. If you no longer require our services or have moved, please let us know so we can update our records.

We look forward to seeing you and [Patient Name] soon.

Sincerely,

[Doctor/Clinic Name]

[Practice Name]

[Phone Number]