

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Subject: Important: Follow-up Regarding Your Missed Chronic Care Appointment

Dear [Patient Name],

We missed you at your scheduled chronic care management session on [Date of Missed Appointment].

Consistent check-ins are a vital part of managing your health and ensuring that your treatment plan remains effective. These sessions allow us to monitor your progress, adjust medications if necessary, and address any new symptoms before they become serious.

Please contact our office as soon as possible to reschedule your appointment. You can reach us by:

- Phone: [Phone Number]
- Online Portal: [Website URL]
- Replying directly to this communication

If you have already rescheduled or if there was a scheduling error, please disregard this notice.

We look forward to seeing you soon and continuing to support your health goals.

Sincerely,

[Provider/Clinic Name]

[Department Name]

[Contact Information]