[Clinic Name]
[Clinic Address]
[Phone Number]

[Date]

[Patient Name]
[Patient Address]

Re: Missed Appointment on [Date of Missed Appointment]

Dear [Patient Name],

This letter is to inform you that our records show you missed your scheduled appointment with [Provider Name] on [Date] at [Time]. We did not receive a cancellation notice prior to the appointment.

We understand that unexpected events occur; however, providing advance notice allows us to offer that time to another patient who may need medical care.

Please contact our office at [Phone Number] as soon as possible to reschedule your appointment. Please be aware of our clinic policy regarding missed appointments: [Optional: Insert policy details regarding fees or future scheduling].

If you have already called to reschedule or believe this letter was sent in error, please disregard it.

Sincerely,

[Sender Name/Office Manager]
[Clinic Name]