[Date]

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

Subject: First Notification: Action Required to Schedule Your Appointment

Dear [Recipient Name],

Our records indicate that we have not yet heard from you regarding the scheduling of your [Type of Appointment/Service]. We previously reached out to you on [Date of Initial Contact], but your appointment remains unscheduled.

To ensure there are no delays in your [Service/Care/Process], please contact us as soon as possible to secure a time that works for you. You can schedule your appointment through one of the following methods:

- **Phone:** Call us at [Phone Number] between [Hours of Operation].
- **Online:** Visit our scheduling portal at [Website URL].
- **In Person:** Visit our office at [Office Address].

If you have already scheduled this appointment or believe you have received this letter in error, please disregard this notice.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Company/Organization Name]
[Contact Information]