

[Current Date]

[Patient/Client Name]

[Address Line 1]

[Address Line 2]

Subject: Second Notice - Missed Appointment

Dear [Patient/Client Name],

This letter is to inform you that our records indicate you missed your scheduled appointment on [Date] at [Time] without providing prior notification. This is the second time an appointment has been missed within a [Time Period, e.g., six-month] period.

We understand that emergencies occur; however, missed appointments prevent other clients from receiving necessary services. As per our office policy, a "No-Show" fee of \$[Amount] has been charged to your account.

Please be advised that our policy states that after [Number] missed appointments, we may be forced to [Action, e.g., terminate our professional relationship / require a non-refundable deposit for future bookings].

If you would like to reschedule or if there were extenuating circumstances regarding your absence, please contact our office immediately at [Phone Number].

We value you as a client and hope to continue providing you with quality care.

Sincerely,

[Your Name/Company Name]

[Title]

[Phone Number]