

[Current Date]

[Recipient's Full Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Second Notice - Missed Appointment

Dear [Recipient's Name],

This letter is to inform you that you missed your scheduled appointment on [Date] at [Time] with [Department/Staff Member Name]. Our records indicate that this is the second appointment missed without prior cancellation or notification.

We understand that unexpected circumstances can arise; however, we require at least [Number] hours' notice to cancel or reschedule an appointment to allow us to serve other clients.

Please be advised of the following:

- A missed appointment fee of \$[Amount] has been applied to your account.
- Future appointments may require a deposit or may be restricted if attendance remains an issue.

Please contact our office at [Phone Number] or [Email Address] as soon as possible to settle any outstanding fees and to reschedule your appointment.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name/Signature]

[Company/Organization Name]

[Phone Number]