

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Subject: Regarding Your Missed New Patient Consultation

Dear [Patient Name],

We missed you today for your scheduled new patient consultation on [Date] at [Time].

We understand that unexpected events can occur. However, as a new patient, this initial visit is important for establishing your care and reviewing your medical history.

Please contact our office at [Phone Number] at your earliest convenience to reschedule your appointment. If we do not hear from you within [Number] days, we will assume you no longer require our services and will close your pending file.

Please note our cancellation policy requires [Number] hours' notice to avoid any potential missed appointment fees.

We look forward to hearing from you and helping you with your healthcare needs.

Sincerely,

[Provider/Staff Name]

[Practice Name]

[Phone Number]