

[Current Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Dear [Patient Name],

Our records indicate that you were unable to attend your scheduled new patient consultation on [Date of Appointment] at [Time of Appointment].

We understand that unexpected circumstances can arise. However, we were looking forward to meeting you and discussing your healthcare needs. As a new patient, this initial visit is important for establishing your medical history and developing your care plan.

If you would like to reschedule your consultation, please contact our office at [Phone Number] or visit our website at [Website URL].

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.

We hope to hear from you soon.

Sincerely,

[Doctor/Provider Name]

[Practice Name]

[Phone Number]