

[Clinic Name]
[Clinic Address]
[Phone Number]
[Date]

[Patient Name]
[Patient Address]

Subject: Missed Appointment - New Patient Consultation

Dear [Patient Name],

Our records show that you were scheduled for a new patient consultation on [Date] at [Time]. Unfortunately, you were unable to attend this appointment, and we did not receive a prior cancellation notice.

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

If you would like to reschedule your consultation, please contact our office at [Phone Number] by [Date/Timeframe]. If we do not hear from you by this time, we will assume you no longer require our services and will close your pending file.

Please note our clinic policy: [Optional: Insert policy regarding no-show fees or future booking restrictions].

We look forward to hearing from you.

Sincerely,

[Sender Name/Doctor Name]
[Clinic Name]