

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Subject: Missed New Patient Consultation

Dear [Patient Name],

This letter is to inform you that our records indicate you were unable to attend your scheduled new patient consultation on [Date] at [Time] with [Provider Name].

As a new patient, this initial appointment is essential for establishing your medical record and determining your ongoing care plan. We understand that unforeseen circumstances may arise; however, we missed the opportunity to see another patient during your scheduled time.

To reschedule your consultation, please contact our office at [Phone Number] or visit our online portal at [Website URL] within [Number] days. Please be advised that per our office policy, [mention any no-show fees or rescheduling restrictions].

If you no longer require our services or have decided to seek care elsewhere, please let us know so that we may close your pending file.

We look forward to hearing from you soon.

Sincerely,

[Your Name/Practice Name]

[Title]

[Phone Number]