

[Practice Name]
[Practice Address]
[Phone Number]
[Date]

[Patient Name]
[Patient Address]

Re: Missed New Patient Consultation

Dear [Patient Name],

This letter is to inform you that our records show you missed your scheduled new patient consultation on [Date] at [Time].

As a new patient, this initial visit is essential for establishing your medical history and discussing your care plan. We understand that unforeseen circumstances can arise; however, we missed the opportunity to see you or offer this time slot to another patient.

Please contact our office at [Phone Number] by [Date/Timeframe] if you would like to reschedule this appointment. Please be aware that our office policy regarding missed appointments is as follows: [Insert Policy/Fee Details].

If we do not hear from you, we will assume you no longer require our services, and your file will be marked as inactive.

We look forward to hearing from you.

Sincerely,

[Provider Name/Office Manager]
[Practice Name]