

**Date:** [Insert Date]

**Patient Name:** [Insert Patient Name]

**Patient ID/DOB:** [Insert ID or Date of Birth]

**Subject: Letter Concerning Your Missed Clinic Consultation**

Dear [Insert Patient Name],

Our records indicate that you missed your scheduled appointment with [Insert Clinic/Doctor Name] on [Insert Date] at [Insert Time].

We missed you at your consultation. Regular follow-ups and consultations are important for managing your health and ensuring you receive the necessary care. If there was an emergency or a misunderstanding regarding the time, please let us know.

To ensure your treatment plan remains on track, please contact our office as soon as possible to reschedule your visit. You can reach us at [Insert Phone Number] or by replying to this email.

Please note that our clinic policy requires at least [Insert Hours] hours' notice for cancellations. [Optional: A missed appointment fee of \$[Amount] may be applied to your account.]

We look forward to hearing from you soon.

Sincerely,

[Your Name/Clinic Admin Name]

[Clinic Name]

[Contact Information]