[Practice Name]
[Practice Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Patient Name]
[Patient Address]
[City, State, Zip Code]

Dear [Patient Name],

We missed you at your scheduled Annual Wellness Visit on [Date of Missed Appointment].

The Annual Wellness Visit is an important part of your preventive care. It allows us to review your current health status, update your medical records, and create a personalized prevention plan to help you stay healthy throughout the year.

We understand that unexpected events can happen. However, we would like to get you back on the schedule as soon as possible. Please contact our office at [Phone Number] to reschedule your appointment.

If you have already called to reschedule or have recently seen us, please disregard this letter.

We look forward to seeing you soon and helping you maintain your health.

Sincerely,

[Provider Name/Office Manager]
[Practice Name]