[Current Date]

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

Subject: Missed Appointment - [Date of Missed Appointment]

Dear [Patient Name],

We are writing because we missed you at your scheduled routine care appointment on [Date] at [Time].

Regular check-ups are an important part of maintaining your health. We would like to get you back on the schedule as soon as possible.

Please contact our office at [Phone Number] or visit our online portal at [Website URL] to reschedule your visit. If you have already scheduled a new appointment, please disregard this notice.

As a reminder, our office requires [Number] hours notice for cancellations. Failure to provide notice may result in a [Amount] no-show fee.

We look forward to seeing you soon.

Sincerely,

[Provider Name or Office Name]
[Contact Information]