[Date]

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

Subject: Missed Appointment Notification - Routine Lab Work

Dear [Patient Name],

Our records indicate that you missed your scheduled appointment for routine lab work on [Date] at [Time].

Routine laboratory tests are an important part of your ongoing healthcare and help your provider monitor your well-being. We would like to get this appointment rescheduled as soon as possible.

Please contact our office at [Phone Number] or use our online portal at [URL] to schedule a new appointment. If you have already completed these labs at a different location, please let us know so we can update your medical records.

If you have any questions or concerns, please do not hesitate to reach out to us.

Sincerely,

[Clinic/Office Name]
[Phone Number]
[Website]