

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Subject: Notification of Missed Telehealth Appointment

Dear [Patient Name],

We are writing to inform you that our records show you missed your scheduled telehealth appointment on [Date] at [Time] with [Provider Name].

We understand that unexpected circumstances can arise. However, scheduled appointments are a dedicated time for your care. When an appointment is missed without prior notice, it prevents us from seeing other patients who may need medical attention.

Please contact our office at [Phone Number] as soon as possible to reschedule your visit. You may also reschedule through our online portal at [URL].

As a reminder, our policy requires at least [Number] hours' notice for cancellations. [Optional: Please note that a missed appointment fee of \$[Amount] may be applied to your account.]

If you experienced technical difficulties that prevented you from joining the video call, please let us know so we can assist you for your next visit.

We look forward to hearing from you and continuing your care.

Sincerely,

[Clinic/Practice Name]

[Phone Number]

[Email/Website]