

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Subject: Notice of Missed Telehealth Appointment and Account Hold

Dear [Patient Name],

This letter is to inform you that you missed your scheduled telehealth appointment on [Date] at [Time] with [Provider Name]. Our records indicate that you did not attend the virtual session and no prior notice of cancellation was received.

Per our office policy regarding missed appointments, your account has been placed on a temporary hold. To reactivate your account and resume scheduling future appointments, you must complete the following:

- Contact our office at [Phone Number] to discuss the missed visit.
- Pay the missed appointment fee of \$[Amount], if applicable.
- Update your current contact information and preferred pharmacy.

If you believe this notice has been sent in error, or if you experienced technical difficulties that prevented you from joining the call, please let us know immediately so we can assist you.

Consistent attendance is vital to your treatment plan and allows us to provide care to all our patients efficiently. We look forward to resolving this matter with you soon.

Sincerely,

[Your Name/Clinic Name]

[Phone Number]

[Email Address]