

[Your Name/Practice Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Subject: Follow-Up Regarding Your Missed Virtual Health Appointment

Dear [Patient Name],

This letter is to follow up regarding the virtual health examination you had scheduled on [Date] at [Time]. Our records indicate that you were unable to attend this telehealth session.

We understand that unexpected conflicts can arise. However, your health and continued care are important to us. Regular examinations are vital for monitoring your well-being and managing any ongoing health concerns.

Please contact our office as soon as possible to reschedule your appointment. You can reach us by phone at [Phone Number] or through our online patient portal at [Website/Link].

If you encountered technical difficulties connecting to the virtual platform, please let us know so that we can assist you in preparing for your next visit.

If you have already rescheduled this appointment, please disregard this notice.

Sincerely,

[Your Name/Signature]

[Your Title/Department]