

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

Subject: Missed Virtual Appointment Notification

Dear [Patient Name],

This letter is to inform you that we missed you at your scheduled virtual care appointment on [Date] at [Time] with [Provider Name]. Our records indicate that you did not log in for the session and did not notify us in advance to cancel or reschedule.

We understand that unexpected events occur; however, missed appointments prevent us from providing care to other patients who may have needed that time slot. Please be aware of our clinic policy regarding no-shows:

- [Policy Detail: e.g., A fee of \$XX may be charged to your account.]
- [Policy Detail: e.g., Multiple missed appointments may result in discharge from the practice.]

If you would like to reschedule your appointment, please contact our office at [Phone Number] or visit our patient portal at [Website URL]. If you experienced technical difficulties accessing the virtual platform, please let us know so we can assist you for your next visit.

Your health is important to us, and we look forward to connecting with you soon.

Sincerely,

[Clinic Name]
[Contact Information]
[Provider Signature/Name]