[Date]

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

Re: Missed Routine Screening Appointment

Dear [Patient Name],

Our records indicate that you missed your scheduled routine screening diagnostic imaging appointment on [Date of Appointment] at [Time].

Routine screenings are a vital part of your preventive healthcare. These exams help in the early detection of potential health issues when they are most treatable. We would like to help you get back on track with your health goals.

Please contact our office at [Phone Number] at your earliest convenience to reschedule this appointment. If you have already completed this screening at another facility or believe you received this letter in error, please let us know so we can update your medical records.

If you have any questions or concerns regarding this procedure, do not hesitate to reach out to us or your referring physician.

Sincerely,

[Department Name/Provider Name]
[Facility Name]