[Date]

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

Re: Missed Diagnostic Imaging Appointment

Dear [Patient Name],

We are writing to follow up regarding your scheduled diagnostic imaging appointment for [Type of Imaging, e.g., MRI/CT Scan] on [Date of Appointment], which our records show was missed.

As your specialist, I requested this imaging to help accurately diagnose and manage your health concern. This testing is an essential step in your treatment plan. Without these results, we are unable to proceed with the necessary clinical decisions.

Please contact the imaging center at [Imaging Center Phone Number] as soon as possible to reschedule this appointment. Once you have a new date, please notify our office.

If you have already rescheduled or have decided not to proceed with this test, please call our office at [Office Phone Number] so we can update your medical record and discuss alternative options if necessary.

Sincerely,

[Doctor Name]
[Practice/Clinic Name]