[Date]

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

Subject: Missed Appointment for Laboratory Testing

Dear [Patient Name],

Our records indicate that you were unable to attend your scheduled laboratory testing appointment on [Date] at [Time].

Regular laboratory testing is an important part of your healthcare plan. We would like to help you reschedule this appointment as soon as possible to ensure your care remains on track.

To reschedule, please choose one of the following options:

- Call our scheduling department at [Phone Number].
- Visit our online portal at [Website URL].
- Reply to this letter via email at [Email Address].

If you have already rescheduled this appointment or have completed your tests at another location, please disregard this notice.

Please note that some tests require specific instructions, such as fasting. Our staff will confirm any necessary preparations when you rebook.

Thank you for choosing [Laboratory/Clinic Name].

Sincerely,

[Your Name/Department Name]
[Laboratory/Clinic Name]
[Phone Number]