[Date]

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

Subject: Missed Appointment for Routine Blood Work

Dear [Patient Name],

Our records show that you were unable to attend your scheduled appointment for routine blood work on [Missed Appointment Date] at [Time].

Routine lab tests are an important part of your ongoing healthcare management. We would like to help you get back on track by rescheduling this visit at your earliest convenience.

Please contact our office at [Phone Number] or use our online portal at [URL] to select a new date and time for your blood work. Most lab tests require you to [Fast/Not Fast] for [Number] hours before the draw, so please keep this in mind when choosing your new appointment.

If you have already rescheduled or have recently completed your blood work at another facility, please disregard this letter.

Thank you for choosing [Clinic/Facility Name] for your healthcare needs.

Sincerely,

[Sender Name/Department]
[Clinic/Facility Name]
[Phone Number]