[Date]

To the Parents/Guardians of [Patient Name],
[Patient Date of Birth]

Re: Missed Laboratory Appointment

Dear [Parent/Guardian Name],

We are writing because [Patient Name] missed a scheduled laboratory testing appointment on [Date of Missed Appointment] at [Facility Name].

The requested tests are important for your child's ongoing care and treatment plan. We kindly ask that you contact our office or the laboratory as soon as possible to reschedule this visit.

Next Steps:

- To reschedule at our facility, please call: [Phone Number]
- Lab hours of operation: [Hours]
- Special instructions (e.g., fasting required): [Yes/No/Details]

If you have already completed these tests at another location, or if you believe you have received this letter in error, please let us know so we can update your child's medical records.

Thank you for your prompt attention to your child's health.

Sincerely,

[Provider Name/Clinic Name]
[Phone Number]
[Clinic Address]