[Date]

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

Subject: Urgent - Missed Pre-Operative Laboratory Appointment

Dear [Patient Name],

We are writing to notify you that you missed your scheduled pre-operative laboratory testing appointment on [Date] at [Time].

Completing these tests is a mandatory requirement before your surgery scheduled for [Surgery Date]. These results are necessary for your surgical team to ensure your safety and to proceed with the procedure as planned. Failure to complete these tests in a timely manner may result in the postponement or cancellation of your surgery.

Please contact our office immediately at [Phone Number] to reschedule this appointment. Our laboratory hours are [Hours of Operation].

If you have already rescheduled this appointment or have completed your testing at another approved facility, please contact us so we can update your records.

Thank you for your prompt attention to this matter.

Sincerely,

[Sender Name/Department Name]
[Facility Name]
[Contact Information]