[Date]

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

Subject: Missed Appointment for Annual Physical Laboratory Testing

Dear [Patient Name],

Our records indicate that you were unable to attend your scheduled laboratory testing appointment on [Missed Appointment Date] for your annual physical exam.

Laboratory tests are a vital part of your annual wellness check, as they provide your physician with important information regarding your current health status and help in the early detection of potential issues.

Please contact our office at [Phone Number] at your earliest convenience to reschedule these tests. You may also schedule your appointment through our online patient portal at [Website URL].

If you have already completed your laboratory work at a different location or have already rescheduled, please disregard this notice.

Thank you for prioritizing your health.

Sincerely,

[Staff Name/Department Name]
[Clinic/Medical Group Name]