[Date]

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

Subject: Missed Appointment for Preventive Care Laboratory Testing

Dear [Patient Name],

We missed you at your scheduled appointment for preventive care laboratory testing on [Date of Missed Appointment] at [Time].

Preventive screenings are essential for monitoring your health and identifying potential issues early. We want to ensure you receive the care necessary to maintain your well-being.

Please contact our office at [Phone Number] or visit our patient portal at [Website URL] to reschedule your laboratory tests. If you have already completed these tests at another facility, please let us know so we can update your records.

If you have any questions or if there is anything we can do to assist you, please do not hesitate to call.

Sincerely,

[Doctor/Clinic Name]
[Department Name]
[Phone Number]