[Date]

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

Dear [Patient Name],

We missed you at your scheduled Diabetes Management appointment on [Date] at [Time].

Regular check-ups are a vital part of managing your diabetes. These visits allow us to monitor your blood glucose levels, review your medications, and prevent potential complications. Your health and safety are our primary concerns.

Please contact our office at [Phone Number] as soon as possible to reschedule this appointment. If you are experiencing any urgent health issues or have run out of your diabetes supplies, please let us know immediately.

If you have already rescheduled or if you believe this letter was sent in error, please disregard this notice.

We look forward to seeing you soon and continuing to work together on your health plan.

Sincerely,

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