[Date]

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

Subject: Missed Appointment - Asthma Care Evaluation

Dear [Patient Name],

We missed you at your scheduled Asthma Care Evaluation on [Date of Appointment] at [Time].

Regular asthma evaluations are a vital part of managing your health. These check-ups allow us to review your symptoms, adjust your medications if necessary, and update your Asthma Action Plan to help prevent flare-ups and emergency room visits.

We would like to get you back on schedule as soon as possible. Please contact our office at [Phone Number] to reschedule your appointment. If you have already rescheduled, please disregard this letter.

If you are experiencing a medical emergency or severe breathing difficulties, please call 911 or go to the nearest emergency room immediately.

We look forward to seeing you soon.

Sincerely,

[Doctor/Provider Name]
[Clinic/Practice Name]
[Phone Number]