[Date]

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

Subject: Missed Appointment - Routine Bloodwork Review

Dear [Patient Name],

Our records show that you missed your scheduled appointment on [Date] at [Time] to review the results of your recent routine bloodwork.

It is important that we discuss these results with you to ensure your ongoing health and to determine if any follow-up actions or adjustments to your care plan are necessary.

Please contact our office at [Phone Number] at your earliest convenience to reschedule this appointment. If you have already scheduled a new appointment, please disregard this letter.

If you have decided to seek care elsewhere, please let us know so we can update your medical records and transfer your results if needed.

We look forward to hearing from you soon.

Sincerely,

[Doctor/Provider Name]
[Practice Name]