[Date]

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

Subject: Missed Telehealth Appointment for Chronic Disease Management

Dear [Patient Name],

Our records show that you missed your scheduled telehealth appointment on [Date] at [Time] regarding your [Name of Chronic Condition, e.g., Diabetes/Hypertension] management.

Regular check-ins are a vital part of managing your long-term health. These appointments allow us to review your symptoms, adjust medications if necessary, and prevent potential complications. Missing these consultations can lead to setbacks in your treatment plan.

Please contact our office at [Phone Number] or visit our patient portal at [Website Link] as soon as possible to reschedule this visit. If you are experiencing technical difficulties with our telehealth platform, let us know so we can assist you or arrange an alternative.

If you have already rescheduled this appointment, please disregard this letter.

Sincerely,

[Doctor/Provider Name]
[Practice Name]