

[Date]

[Parent/Guardian Name]

[Address]

[City, State, Zip Code]

RE: URGENT - Missed Well-Child Visit for [Child's Name]

Dear [Parent/Guardian Name],

Our records show that [Child's Name] missed a scheduled well-child appointment on [Date].

Routine check-ups are essential to monitor your child's growth, development, and to stay current on required immunizations. Missing these visits can lead to delays in identifying health concerns or falling behind on school-required vaccines.

Please call our office immediately at [Phone Number] to reschedule this appointment. We want to ensure your child remains healthy and up to date with their medical care.

If you have already rescheduled this visit, please disregard this notice.

Sincerely,

[Doctor/Provider Name]

[Clinic Name]