

[Date]

[Parent/Guardian Name]

[Address]

[City, State, Zip Code]

RE: [Toddler Name] - Missed Well-Child Examination

Dear [Parent/Guardian Name],

Our records show that [Toddler Name] missed a scheduled well-child health examination on [Date of Missed Appointment].

Regular check-ups are essential during the toddler years. These visits allow us to monitor your child's growth, track developmental milestones, and ensure they are up to date on required vaccinations to protect them from preventable diseases.

We would like to reschedule this appointment as soon as possible. Please contact our office at [Phone Number] or use our online portal to find a convenient time for your visit.

If you have already rescheduled this appointment or feel you have received this letter in error, please let us know.

Sincerely,

[Doctor/Clinic Name]

[Clinic Phone Number]

[Clinic Address]