

[Practice Name]  
[Practice Address]  
[Phone Number]

[Date]

To the Family of [Child's Name],

We are sending this friendly note because we missed seeing [Child's Name] for their scheduled wellness check-up on [Date of Missed Appointment].

Routine wellness visits are very important for tracking your child's growth, development, and staying up to date on necessary immunizations. These visits also allow us to answer any questions you may have about your child's health and well-being.

We understand that life gets busy and schedules change. Please call our office at [Phone Number] or visit our online portal to reschedule this appointment at your earliest convenience.

If you have already rescheduled or if you believe this is an error, please disregard this message.

We look forward to seeing you and [Child's Name] soon!

Sincerely,

[Doctor's Name/Practice Name]