

[Clinic Name]
[Clinic Address]
[City, State, Zip Code]
[Phone Number]

[Date]

To the parents/guardians of [Child's Name],

This letter is to inform you that [Child's Name] missed their scheduled newborn well-child visit on [Date of Appointment].

Routine check-ups during the first few weeks of life are critical. These visits allow us to monitor your baby's growth, nutrition, and development, and to perform necessary screenings and vaccinations. They are also an important time for you to ask any questions you may have about your newborn's health.

Please call our office at [Phone Number] as soon as possible to reschedule this appointment. If you have already scheduled a new appointment or if you believe this notice was sent in error, please disregard this letter.

We look forward to seeing you and your baby soon.

Sincerely,

[Provider Name/Clinic Staff]
[Clinic Name]