

Subject: Missed Appointment - Adult Booster Vaccination

Dear [Patient Name],

Our records show that you missed your scheduled appointment for a booster vaccination on [Date] at [Time].

Staying up to date with booster doses is important to maintain your immunity against [Vaccine Name/Disease]. These vaccinations help protect your long-term health and prevent the spread of illness within the community.

We would like to help you reschedule this appointment as soon as possible. You can book a new time by:

- Calling our office at [Phone Number]
- Visiting our online booking portal at [Website URL]
- Replying directly to this email

If you have already received this booster at another location or if you have questions regarding the vaccine, please let us know so we can update your medical records.

Thank you for prioritizing your health.

Sincerely,

[Name/Practice Name]

[Contact Information]