

Date: [Insert Date]

To: [Patient Name]

Address: [Patient Address]

Date of Birth: [Patient DOB]

NHS/Hospital Number: [ID Number]

Subject: IMPORTANT: Missed Maternity Appointment

Dear [Patient Name],

Our records show that you did not attend your scheduled maternity appointment on [Date of Appointment] at [Location/Clinic Name].

Regular check-ups are essential during pregnancy to monitor the health and wellbeing of both you and your baby. Missing these appointments may mean that important screenings or health checks are delayed.

What you need to do:

- Please contact the Maternity Booking Office at [Phone Number] as soon as possible to reschedule.
- If you have already attended an appointment recently or have one booked, please let us know so we can update our records.
- If you no longer require our services or have moved out of the area, please inform us immediately.

Urgent Care:

If you have any immediate concerns, such as reduced baby movements, abdominal pain, or bleeding, please do not wait for your next appointment. Contact the Triage/Maternity Assessment Unit immediately at [Emergency Phone Number].

We look forward to hearing from you soon to ensure your pregnancy continues safely.

Yours sincerely,

[Name/Signature]

[Job Title/Department]

[Healthcare Provider/Hospital Name]