

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

RE: FINAL NOTICE - Missed Maternity Appointment

Dear [Patient Name],

We are writing because you have missed multiple scheduled maternity appointments, the most recent being on [Date]. We have attempted to contact you via [phone/email/mail] on several occasions without success.

Consistent prenatal care is essential for the health and safety of both you and your baby. Regular check-ups allow us to monitor fetal development and identify potential complications early. Missing these appointments may put your pregnancy at risk.

This is our final notice. Please contact our office at [Phone Number] by [Date/Time] to reschedule your appointment and confirm that you wish to remain under our care.

If we do not hear from you by the date above, we will assume you have sought care elsewhere or no longer require our services. In such an event, we will formally begin the process of discharging you from our practice. If you are experiencing a medical emergency, please proceed to the nearest emergency room or call 911 immediately.

We care about your well-being and hope to hear from you soon.

Sincerely,

[Doctor/Provider Name]

[Practice Name]

[Phone Number]