[Date]

[Patient Name]
[Patient Address]
[City, State, Zip Code]

Subject: Missed Appointment - Mobility Equipment Fitting

Dear [Patient Name],

We are writing to inform you that our records show you missed your scheduled appointment for a mobility equipment fitting on [Date] at [Time].

The fitting process is essential to ensure that your [Type of Equipment, e.g., wheelchair, walker] is safe, comfortable, and adjusted specifically to your physical needs. Missing this appointment will delay the delivery and use of your equipment.

Please contact our office at [Phone Number] as soon as possible to reschedule. If we do not hear from you by [Deadline Date], we may have to [return the equipment to stock / cancel the pending order].

If you have already called to reschedule or believe this letter was sent in error, please disregard this notice.

Sincerely,

[Staff Name/Department]
[Facility Name]
[Phone Number]