

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Subject: Important Notice Regarding Your Missed Follow-Up Appointment

Dear [Patient Name],

Our records indicate that you missed your scheduled follow-up appointment on [Date] at [Time]. This appointment was scheduled following your visit to our Urgent Care center on [Original Visit Date].

Follow-up care is a critical part of your treatment plan to ensure that your condition is improving and to prevent potential complications. Because your initial visit required urgent attention, it is important that we evaluate your progress.

Please contact our office as soon as possible at [Phone Number] to reschedule this appointment. If you have already sought follow-up care with your primary care physician or another specialist, please let us know so we can update your medical records.

If you are experiencing a medical emergency, please call 911 or go to the nearest emergency room immediately.

Sincerely,

[Provider Name or Clinic Name]

[Clinic Address]

[Phone Number]