

Date: [Insert Date]

Subject: Action Required: Reschedule Your Urgent Care Follow-Up

Dear [Patient Name],

Our records indicate that you were recently seen at [Clinic Name] on [Date of Visit] for [Reason for Visit]. At that time, a follow-up appointment was recommended to monitor your progress and ensure your recovery is on track.

We noticed that you do not have a follow-up appointment currently scheduled, or your previous appointment was missed. Because this visit is an important part of your treatment plan, we would like to help you get back on the schedule as soon as possible.

To reschedule your follow-up:

- Call our office at: [Phone Number]
- Visit our online portal: [Website URL]
- Reply to this email directly.

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 any worsening symptoms or a medical emergency, please call 911 or proceed to the nearest emergency room immediately.

Sincerely,

[Staff Name/Department]

[Clinic Name]

[Phone Number]