

Current Date: [Date]

Patient Name: [Patient Full Name]

Patient ID/DOB: [Date of Birth]

Contact Number: [Phone Number]

Dear [Patient Name],

This letter is to formally notify you that you missed your scheduled urgent care consultation at [Clinic Name] on [Date of Appointment] at [Time].

As this was an urgent care referral, we are concerned about your medical condition. If you are still experiencing symptoms or if your condition has worsened, please seek immediate medical attention at the nearest Emergency Department or contact our clinic to reschedule.

Please be advised of the following:

- To reschedule, please call us at [Phone Number] as soon as possible.
- Failure to attend urgent consultations may delay your diagnosis or treatment plan.
- [Optional: Note regarding any missed appointment fees].

If you have already received care elsewhere or no longer require this consultation, please let us know so we can update your medical records.

Sincerely,

[Staff Name/Doctor Name]

[Clinic Name]

[Clinic Address]

[Clinic Phone Number]