

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Subject: IMPORTANT: Follow-Up Regarding Your Missed Appointment

Dear [Patient Name],

Our records indicate that you missed your scheduled follow-up appointment on [Date] at [Time] with [Provider Name] at [Urgent Care Center Name].

We are reaching out because this visit was scheduled to ensure the continuity of your care following your recent urgent care visit for [Reason for Visit/Condition]. Follow-up care is essential to monitor your recovery and prevent potential complications.

Please contact us 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 record.

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

Your health is our priority, and we look forward to hearing from you.

Sincerely,

[Provider/Staff Name]

[Urgent Care Center Name]

[Phone Number]