

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Subject: Reminder: Missed Dietary Appointment on [Date of Missed Appointment]

Dear [Patient Name],

We missed seeing you at your scheduled dietary consultation on [Date].

Maintaining your nutritional goals is an important part of your overall health plan. We would like to help you get back on track as soon as possible.

Please contact our office at [Phone Number] or visit our online portal at [URL] to reschedule your appointment. Our office hours are [Hours of Operation].

If you have already rescheduled or if there was a misunderstanding, please disregard this letter.

We look forward to hearing from you soon.

Sincerely,

[Name of Clinician/Staff]

[Department Name]

[Clinic/Hospital Name]