

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Subject: Missed Appointment Notification

Dear [Patient Name],

This letter is to inform you that we missed you at your scheduled dietitian appointment on [Date] at [Time].

Our goal is to provide quality nutritional care to all our clients. When an appointment is missed without prior notice, it prevents us from offering that time slot to another patient who may need assistance.

According to our clinic policy, [Insert Policy Details, e.g., a no-show fee of \$XX may be charged to your account].

We understand that unexpected circumstances arise. If you would like to reschedule your consultation, please contact our office at [Phone Number] or email us at [Email Address] as soon as possible.

We look forward to continuing to work with you on your health and nutrition goals.

Sincerely,

[Dietitian Name/Clinic Name]

[Clinic Phone Number]

[Clinic Website]