

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Re: Second Missed Appointment Notice

Dear [Patient Name],

This letter is to inform you that we missed you at your scheduled nutritional consultation on [Date] at [Time]. This is the second time an appointment has been missed without prior notification.

Consistency is a vital part of your nutritional plan and health progress. Missing scheduled sessions can delay the results you are working to achieve.

Please contact our office at [Phone Number] or [Email Address] within the next 48 hours to reschedule this appointment. We would also like to discuss if there are any barriers preventing you from attending your sessions so we can better support you.

Please be reminded of our cancellation policy, which states that [mention policy regarding fees or discharge after missed appointments].

We look forward to hearing from you and continuing your wellness journey.

Sincerely,

[Consultant Name/Signature]

[Practice Name]