Subject: Missed Appointment - Routine Colonoscopy

Dear [Patient Name],

Our records indicate that you missed your scheduled routine colonoscopy appointment on [Date] at [Time].

A colonoscopy is an important screening tool for your digestive health. Because this procedure requires specific preparation and a dedicated time slot, we ask that you contact our office as soon as possible to reschedule.

To schedule a new appointment or if you have any questions, please call us at [Phone Number] between the hours of [Operating Hours].

Please note that our office requires [Number] hours' notice for cancellations. Failure to provide notice for future appointments may result in a [Amount] no-show fee.

We look forward to hearing from you soon.

Sincerely,

[Doctor/Practice Name]
[Facility Name]
[Contact Information]