[Date]

[Patient Name]
[Patient Address]
[City, State, Zip Code]

Dear [Patient Name],

We missed seeing you for your scheduled Well-Woman Exam on [Date of Missed Appointment] at [Time].

Your annual wellness exam is an essential part of your preventive healthcare. This visit allows us to perform necessary screenings, discuss your reproductive health, and address any concerns you may have regarding your overall well-being.

We understand that unexpected events occur. Please contact our office at [Phone Number] or visit our patient portal at [Website URL] to reschedule your appointment at your earliest convenience.

If you have already rescheduled or if you believe you received this letter in error, please disregard this notice.

We look forward to seeing you soon.

Sincerely,

[Provider Name or Practice Name]
[Phone Number]
[Practice Address]