[Date]

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

Subject: Missed Appointment for Diabetic Preventative Care

Dear [Patient Name],

We missed you at your scheduled appointment on [Date] at [Time]. This appointment was reserved for your routine diabetic preventative care exam.

Regular check-ups are a vital part of managing diabetes. These visits allow us to monitor your blood sugar trends, perform necessary screenings (such as foot and eye exams), and adjust your treatment plan to prevent long-term complications.

Please contact our office at [Phone Number] as soon as possible to reschedule this visit. If you have already rescheduled, please disregard this letter.

If you are experiencing any difficulties with your medication or have concerns regarding your diabetic management, please let us know when you call.

We look forward to seeing you soon.

Sincerely,

[Provider Name/Clinic Name]
[Phone Number]