[Date]

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

Subject: Missed Appointment - Bone Density Scan (DEXA)

Dear [Patient Name],

Our records indicate that you missed your scheduled Bone Density Scan (DEXA) on [Date of Appointment] at [Time].

A Bone Density Scan is an important diagnostic tool used to measure bone strength and assess your risk for osteoporosis or fractures. We would like to help you get this screening back on schedule.

Please contact our office at [Phone Number] as soon as possible to reschedule your appointment. If you have already rescheduled or feel you have received this letter in error, please disregard this notice.

If you no longer wish to proceed with this scan, please let us know so we can update your medical record and inform your referring physician.

Sincerely,

[Sender Name/Department Name]
[Facility Name]