

[Your Name/Company Name]
[Address]
[City, State, Zip Code]
[Date]

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

Subject: First Warning - Missed Appointment / No-Show

Dear [Recipient Name],

This letter is to inform you that you missed your scheduled appointment on [Date] at [Time] without prior notice or cancellation.

We understand that unexpected circumstances may arise; however, our policy requires at least [Number] hours of notice if you are unable to attend. Failure to provide notice prevents us from offering that time slot to other clients.

Please be advised that this serves as your first formal warning. Future "no-shows" may result in [mention consequence, e.g., a cancellation fee / loss of deposit / termination of services].

If you would like to reschedule, please contact us at [Phone Number] or [Email Address] as soon as possible.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Job Title]