

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Subject: Notice of Missed Appointment

Dear [Patient Name],

This letter is to inform you that you missed your scheduled psychiatric evaluation on [Date] at [Time] with [Provider Name].

We missed you at your appointment and want to ensure that you are doing well. Consistency in evaluations is an important part of your mental health care and treatment plan.

Please contact our office at [Phone Number] as soon as possible to reschedule this appointment. If you are experiencing a mental health emergency, please call 911 or go to the nearest emergency room immediately.

Please be advised of our office policy regarding missed appointments: [Insert policy regarding fees or discharge notice if applicable].

We look forward to hearing from you soon.

Sincerely,

[Your Name/Practice Name]

[Office Contact Information]