[Attorney Name]
[Law Firm Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email]

[Date]

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

RE: Missed Appointment on [Date of Appointment]

Dear [Client Name],

Our records indicate that you missed your scheduled appointment with our office on [Date] at [Time] regarding your personal injury claim. We attempted to reach you but were unable to connect.

It is important that we speak soon to discuss the status of your case, review evidence, and ensure we meet all legal deadlines (statutes of limitations). Delays in communication can negatively impact the outcome of your claim.

Please contact our office at [Phone Number] by [Date/Time] to reschedule your consultation. If you have decided not to pursue this matter or have retained other counsel, please let us know so we can close your file.

We look forward to hearing from you soon.

Sincerely,

[Attorney Signature]

[Attorney Printed Name]
[Law Firm Name]