[Date]

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

Subject: Notice of Missed Appointment

Dear [Client Name],

This letter is to inform you that you missed your scheduled appointment with me on [Date] at [Time].

As your Clinical Case Manager, regular attendance is vital to ensure we meet your healthcare goals and maintain the continuity of your care plan. We missed the opportunity to discuss your progress and coordinate necessary services during this time.

Please contact me at [Phone Number] or [Email Address] by [Date] to reschedule this appointment. If you are experiencing any barriers to attending your sessions, such as transportation or scheduling conflicts, please let me know so that we can find a solution together.

Please be advised that [Number] consecutive missed appointments may result in [Policy Consequence, e.g., a formal review of your case or discharge from the program].

I look forward to hearing from you soon and continuing our work together.

Sincerely,

[Your Signature]

[Your Printed Name]
Clinical Case Manager
[Organization Name]