[Your Full Name]
[Last 4 Digits of SSN]
[Your Phone Number]
[Your Address]

[Date]

[Name of VA Medical Center/Clinic]
[Department/Clinic Name]
[Clinic Address]

Subject: Notification Regarding Missed Medical Appointment

To the Department Head and Scheduling Office,

I am writing to formally acknowledge that I missed my scheduled medical appointment on [Date of Appointment] at [Time of Appointment].

The reason for this missed appointment was [briefly state reason, e.g., personal emergency, transportation issues, illness]. I apologize for any inconvenience this may have caused the clinical staff.

Maintaining my health through VA services is a priority for me. I would like to reschedule this appointment as soon as possible. Please contact me at [Your Phone Number] or via Secure Messaging on My HealtheVet to arrange a new date and time.

Thank you for your time and for the care you provide to veterans.

Sincerely,

[Your Signature]

[Your Printed Name]