

Date: [Current Date]

To: [Patient Name]

Address: [Patient Address]

Date of Birth: [Patient DOB]

NHS/Patient ID: [ID Number]

Subject: Missed Appointment at the Diabetic Clinic

Dear [Patient Name],

Our records show that you missed your scheduled appointment at the Diabetic Clinic on [Date of Appointment] at [Time].

Regular check-ups are essential for managing diabetes effectively and preventing long-term complications. These appointments allow us to monitor your blood glucose levels, review your medication, and check your overall health.

We understand that circumstances can change. Please contact us as soon as possible to reschedule your appointment. You can reach the clinic at [Phone Number] or by replying to this email.

If you no longer require our services or have moved your care to another provider, please let us know so we can update our records.

We look forward to hearing from you soon.

Sincerely,

[Your Name/Department]

[Clinic/Hospital Name]