

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Dear [Patient Name],

We missed you at your scheduled appointment for your Pap smear on [Date of Missed Appointment].

Regular cervical cancer screenings are an important part of your preventative healthcare. This test allows us to detect cell changes early when treatment is most effective.

Please contact our office at your earliest convenience to reschedule this appointment. You can call us at [Phone Number] or book online through our patient portal at [Website/Portal Link].

If you have already rescheduled or have decided to seek care elsewhere, please let us know so we can update your medical records.

We look forward to hearing from you soon.

Sincerely,

[Doctor/Provider Name]

[Practice Name]

[Phone Number]