

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Dear [Patient Name],

According to our records, you missed your scheduled appointment for your seasonal influenza (flu) vaccination on [Missed Appointment Date].

The flu vaccine is the most effective way to protect yourself and your family from the seasonal flu and its complications. Since the flu virus changes every year, it is important to get vaccinated annually to maintain your immunity.

We would like to help you reschedule this important appointment. Please contact our office at [Phone Number] or visit our online booking portal at [Website URL] to choose a new time that is convenient for you.

If you have already received your flu vaccination elsewhere, please let us know so we can update your medical records.

Thank you for prioritizing your health.

Sincerely,

[Provider/Clinic Name]

[Contact Information]