

[Your Clinic/Practice Name]
[Address Line 1]
[Address Line 2]
[Date]

[Patient Name]
[Patient Address]
[Postcode]

Dear [Patient Name],

Subject: Missed Appointment - Annual Asthma Review

Our records show that you did not attend your scheduled asthma review on [Date of Missed Appointment].

It is important that we review your asthma at least once a year. These check-ups ensure that your medication is working correctly, your symptoms are well-controlled, and your inhaler technique is effective. Regular reviews help reduce the risk of asthma attacks and long-term lung damage.

Please contact us as soon as possible to reschedule this appointment. You can book by:

- Calling the surgery at [Phone Number]
- Visiting our website at [Website URL]
- Replying to this letter

If you have already had your review recently or have moved to a different practice, please let us know so we can update our records.

Yours sincerely,

[Your Name/Signature]
[Your Title/Role]
[Practice Name]