[Date]

[Patient Name]
[Patient Address]
[City, State, Zip Code]

Dear [Patient Name],

We missed you at your scheduled appointment on [Date of Missed Appointment] at [Time].

Our records show that your visit was for [Reason for Visit/Routine Check-up]. Regular appointments are important for your ongoing health and to ensure we provide the best possible care.

We understand that unexpected events can happen. Please contact our office at [Phone Number] at your earliest convenience to reschedule this appointment. You may also schedule online at [Website URL].

If you have already rescheduled or if you believe you received this letter in error, please disregard this notice.

We look forward to seeing you soon.

Sincerely,

[Staff Name/Doctor Name]
[Practice Name]
[Phone Number]