[Date]

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

Subject: Formal Notice Regarding Clinic Policy Compliance

Dear [Recipient Name],

This letter serves as a formal follow-up to our previous communications regarding clinic attendance and scheduling policies. We have previously addressed this policy with you on [Dates of previous discussions].

Please be advised that we can no longer accommodate these unscheduled disruptions to our clinic operations. Consistency is essential for us to provide quality care to all of our patients and to maintain our professional commitments.

Moving forward, we require strict adherence to the following guidelines:

- [Policy Requirement 1]
- [Policy Requirement 2]

Failure to comply with these established procedures may result in [Consequence, e.g., discharge from the practice or additional fees]. We value your health, but we must ensure our operations remain stable for the benefit of all.

Sincerely,

[Your Name]
[Your Title]
[Clinic Name]