

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Subject: Missed Appointment - Diabetes Care Follow-Up

Dear [Patient Name],

Our records show that you missed your scheduled diabetes follow-up appointment on [Date] at [Time].

Regular follow-up appointments are a vital part of managing your diabetes. These visits allow us to monitor your blood sugar levels, review your medications, and prevent potential complications. Your health and safety are our primary concerns.

Please contact our office at [Phone Number] as soon as possible to reschedule this appointment. If you have already rescheduled, please disregard this letter.

If you are experiencing any urgent health issues or difficulties managing your glucose levels, please let us know immediately or seek emergency care if necessary.

We look forward to seeing you soon.

Sincerely,

[Doctor/Provider Name]

[Clinic/Practice Name]

[Phone Number]