

[Current Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Subject: Reminder to Schedule Your Specialist Appointment

Dear [Patient Name],

We are writing to follow up on a referral sent by [Referring Provider Name] on [Date of Referral] for you to see a specialist in [Specialty Department, e.g., Cardiology].

According to our records, your appointment has not yet been scheduled. To ensure you receive timely care, please contact the specialist's office at the number below to set up your visit:

**Specialist Office:** [Specialist Name or Clinic Name]

**Phone Number:** [Phone Number]

**Reference Number:** [Referral ID, if applicable]

If you have already scheduled this appointment or have already seen the specialist, please disregard this letter. If you have decided not to move forward with this referral, or if you are having trouble reaching the office, please contact us at [Primary Office Phone Number].

Your health is important to us. Please let us know if we can assist you further.

Sincerely,

[Sender Name/Department]

[Medical Practice Name]