[Clinic Name]
[Clinic Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

Re: Missed Post-Emergency Room Follow-Up Appointment

Dear [Patient Name],

Our records indicate that you missed your scheduled follow-up appointment on [Date of Appointment] at [Time]. This visit was scheduled following your recent visit to the Emergency Room on [Date of ER Visit].

It is very important that we see you for this follow-up to monitor your recovery, review any diagnostic tests performed at the hospital, and adjust your medications or treatment plan if necessary. Missing these follow-up visits can increase the risk of complications or the need for hospital readmission.

Please contact our office as soon as possible at [Clinic Phone Number] to reschedule this appointment. If you are experiencing any worsening symptoms or a new medical emergency, please call 911 or return to the nearest Emergency Room immediately.

If you have already rescheduled or have decided to seek follow-up care with another provider, please let us know so we can update your medical records.

Sincerely,

[Provider Name/Clinic Administrator]
[Clinic Name]