

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Dear [Patient Name],

Our records indicate that you were unable to attend your scheduled mammogram appointment on [Date of Missed Appointment].

We understand that unexpected conflicts arise; however, regular mammograms are a vital part of your preventative healthcare and early detection. We would like to help you get back on track with your screening.

Please contact our office at [Phone Number] at your earliest convenience to reschedule this appointment. You may also schedule online through the patient portal at [Website URL].

If you have already rescheduled or have had this screening performed at another facility, please let us know so we can update your medical records.

We look forward to hearing from you soon.

Sincerely,

[Provider/Clinic Name]

[Department Name]

[Phone Number]