[Date]

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

Dear [Patient Name],

This letter is to follow up regarding your missed colonoscopy appointment scheduled for [Date] at [Time].

We missed you at your scheduled time and want to ensure you are able to receive this important screening. A colonoscopy is a vital procedure for the prevention and early detection of colorectal cancer. Missing this screening may delay necessary medical care.

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

If you no longer wish to proceed with this screening or if you have any questions or concerns, please let us know so we can update your medical records accordingly.

We look forward to hearing from you and continuing to assist with your healthcare needs.

Sincerely,

[Physician Name/Department Name]
[Facility Name]