

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Subject: Missed Appointment for Bone Density Scan (DEXA)

Dear [Patient Name],

Our records show that you missed your scheduled Bone Density Scan (DEXA) on [Date of Appointment] at [Time].

A bone density scan is an important tool used to measure bone strength and assess your risk for osteoporosis or bone fractures. Regular screening allows your healthcare provider to create the best treatment plan for your bone health.

We understand that unexpected events occur. Please contact our office at [Phone Number] as soon as possible to reschedule your appointment. If you have already rescheduled, please disregard this notice.

If you no longer wish to have this scan or if you have already completed it at another facility, please let us know so we can update your medical records.

Sincerely,

[Staff Name/Department]

[Clinic/Hospital Name]

[Phone Number]