

Patient Absence Acknowledgment

Date: [Date]

To: [Patient's Name]

Address: [Patient's Address]

Dear [Patient's Name],

We hope this message finds you well. We are writing to acknowledge your recent absence from your scheduled appointment on [Date of Appointment]. We understand that unforeseen circumstances may arise, and we appreciate your communication regarding this matter.

If you need to reschedule your appointment or have any questions, please do not hesitate to contact our office at [Office Phone Number] or [Email Address]. We are here to assist you.

Thank you for your understanding, and we look forward to seeing you soon.

Sincerely,

[Your Name]

[Your Title]

[Clinic or Hospital Name]

[Contact Information]