

**Dear [Patient's Name],**

We hope this message finds you well. We noticed that you missed your appointment on [Date] without prior notice. We understand that things can come up unexpectedly, and we want to ensure you have the best care possible.

To assist you in rescheduling your appointment, please contact our office at [Phone Number] or [Email Address]. Your health is important to us, and we want to make sure you receive the attention you deserve.

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

Sincerely,  
[Your Name]  
[Your Position]  
[Practice Name]  
[Practice Phone Number]