

Dear [Client's Name],

Thank you for choosing [Veterinary Clinic Name] for your pet's healthcare needs. We want to inform you of our no-show appointment policy to ensure efficient service for all our clients and their beloved pets.

No-Show Policy Overview

A no-show occurs when a scheduled appointment is missed without prior notification. To accommodate all our clients, we kindly ask that you provide at least [24/48] hours notice if you need to cancel or reschedule your appointment.

Consequences of No-Show Appointments

- First No-Show: A reminder will be sent to you.
- Second No-Show: A [fee amount] will be charged to your account.
- Third No-Show: Future appointments may require prepayment.

We appreciate your understanding and cooperation in helping us provide the best possible care for all our patients. If you have any questions regarding this policy, please feel free to contact us at [Clinic Phone Number] or [Clinic Email Address].

Thank you for your continued trust in our services.

Sincerely,
[Your Name]
[Your Position]
[Veterinary Clinic Name]