

# Follow-Up on Missed Appointment

Dear [Client's Name],

We noticed that you missed your scheduled appointment on [Date] at [Time]. We understand that things can come up unexpectedly, and we want to ensure you receive the care you need.

Would you like to reschedule your appointment? Please let us know your availability, and we will do our best to accommodate your request.

Thank you for your attention, and we look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]