

Appointment Reminder

Dear [Patient's Name],

We hope this message finds you well. This is a friendly reminder regarding your scheduled health check appointment on [Date] at [Time].

It has come to our attention that you were unable to attend your appointment. We understand that unforeseen circumstances can arise, and we want to ensure that you receive the care you need.

If you would like to reschedule your appointment, please contact us at [Clinic Phone Number] or reply to this email at your earliest convenience.

Thank you for your attention to this matter, and we look forward to seeing you soon.

Sincerely,

[Your Practice Name]

[Contact Information]