

APPOINTMENT REMINDER LETTER

Date: _____

Dear M. _____:

On _____ 20____, you failed to keep your appointment at my office. In my opinion, your condition requires continued medical treatment. If you so desire, you may telephone me for another appointment, but if you prefer to have another physician attend you, I suggest that you arrange to do so without delay. You may be assured that, at your request, I am entirely willing to make available my knowledge of your case to the physician of your choice.

I trust that you will understand that my purpose in writing this letter is out of concern for your health and well-being.

Very truly yours.

_____ MD