

PATIENT WHO FAILS TO KEEP APPOINTMENT LETTER

Dear M. _____:

On mm/dd/yy, you failed to keep your appointment at my office. In my opinion your condition requires continued medical treatment. Please call my office for another appointment. If you prefer to have another physician attend you, I suggest you arrange to do so without delay. With your authorization, I will provide a copy of your medical records to the physician of your choice.

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