

# Failure to Attend Notice

Date:

To:

Address:

Subject: Failure to Attend Scheduled Appointment

Dear ,

This notice is to inform you that you failed to attend the scheduled appointment on  at .

Please contact our office as soon as possible to reschedule your appointment or to provide an explanation for your absence.

If we do not hear from you within  days, further action may be taken.

Sincerely,