

John Q. Dentist, D.D.S.

29990 Jefferson Avenue

Murrieta, CA 92562

(909) 678-9876

(Frequent Cancellation Letter)

(date)

Joe Patient
123 Treeline Lane
Anywhere, CA 99999

Dear Mr. Patient,

We missed you today! According to our records, you have cancelled or failed an appointment commitment with our office 6 times in the last 12 months.

A new appointment can be arranged. However, out of mutual respect for each other and for other patients who need appointments, we ask that you honor the time you have reserved for yourself in our office. Commitment is crucial for us to help you achieve your goals for oral health. We are dedicated to this end.

To show your commitment to your treatment and to us, we ask that you call us to reschedule your treatment when you have adequate time to make and keep the commitment. In addition, *we require a non-refundable pre-payment to schedule this next visit.*

Please call or stop by as soon as possible to make arrangements to continue your care in our office. We value you as our patient and look forward to seeing you soon and helping you achieve your goals for optimal dental health.

Sincerely,

Jane Doe
Office Manager