## Dental Missed Appointment Letter

Dear {insert Patient’s Name}

We are writing in regards to your missed appointment on {insert time and date}.

A missed dental appointment presents problems for us both. For you, a missed dental appointment causes a delay in treatment that was recommended to help improve your dental health.

For our office, a missed dental appointment prevents us from scheduling another patient that could benefit from treatment. We schedule individual time with each patient to allow us to deliver the quality, personal care that every patient deserves.

Our accountant has recommended that we charge a $150 missed appointment fee for failed appointments. However, this doesn’t feel right to us. Here’s what we are going to do. We are simply going to ask you to be very faithful about keeping all future dental appointments.

We understand that things happen and schedules do change and we ask that in the future you provide us with at least 48 hours notice for any appointment changes. Failure to provide at least a 48 hour notice for changed appointments will result in your dismissal from the practice.

We value you as a patient and look forward to seeing you for future appointments.

In good health,

Paul Nielson DDS