

Missed Appointment Notification Letter

This package contains:

1. Instructions & Checklist for Missed Appointment Notification Letter
2. Missed Appointment Notification Letter

Instructions & Checklist for Missed Appointment Notification Letter

- This package contains (1) Instructions & Checklist for Missed Appointment Notification Letter; and (2) Missed Appointment Notification Letter;
- This form is designed to assist you in drafting a letter to notify a customer that they missed a scheduled home appointment.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

You had scheduled an appointment with our company for a home visit on [Date] at [Time] for [Purpose of Visit].

Unfortunately, despite confirming your appointment, when our employee arrived, there was no one available at your home for the visit. While we understand that emergencies can arise, we have yet to be contacted with an explanation about the missed visit. Therefore, as stipulated in our service contract, enclosed is an invoice for our standard cancelled appointment fee of [Amount Due]. *[Delete if not applicable.]*

If you would like to reschedule your appointment, please contact our office at your earliest convenience. We would be happy to assist you further.

In the meantime, we appreciate your desire to do business with us and thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Title if any or delete if none]

Enclosure