13th J 2015

Dear

**Missed Appointment**

It has been highlighted that you appear to have not recently attended an appointment with us. We understand that mistakes happen, so please aim for this not to occur again, as it does stop us offering that appointment to another patient.

**If you cannot attend, then please always try to cancel the appointment. We suggest that you ensure you have noted it on your diary / calendar etc.**

**You can also sign up at our reception for the text reminder service.**

I hope you will now pre-cancel any appointments that you cannot attend.

Thank you for your anticipated help,

Chris Rushton (Mr)

Manager