13th J 2015

Dear

**Further Missed Appointment**

Further to our previous letters regarding non attendance of appointments, it appears that you have again missed another appointment in the past 6 months. This does have an effect on our other patients as we cannot offer that appointment to them.

We considered whether you can stay with us, and on this occasion decided that you can.

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

**YOU MUST NOW SIGN UP FOR THE TEXT REMINDER SERVICE. (part of the agreement for you to stay with us)**

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

Thank you for your anticipated help,

Chris Rushton (Mr)

Manager