[ENTER DATE]

Dear Dr. [ENTER NAME]:

Thank you for referring your patient, [ENTER PATIENT NAME]., and his/her family to the ENTER PROGRAM NAME] Weight Management Program. Unfortunately, they missed their scheduled new patient appointment and we have been unable to reach them. We would be happy to see them anytime in the future should they be ready to schedule an appointment. If you have any questions regarding this patient, please call us at [ENTER PHONE NUMBER]

Thank you,

[ENTER NAME]

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