

Date:

Patient:

The nature of our practice is to give our patients the utmost in care and service. Due to the cost affiliated with holding an appointment time for our patients, we are asking that you notify us at least 24 hours prior to your appointment if you are unable to keep your appointment.

A \$25.00 fee is issued to any patient who does not cancel an appointment they are unable to keep unless 24 hours notice is given to the office. For your convenience we also have an automated call service that reminds you of your appointment the day before. You have missed an appointment on \_\_\_\_\_ and did not call to cancel. Notifying us within 24 hours would have made this time available to another patient. You will be charged the \$25.00 fee for this missed appointment.

If you have any questions regarding this matter, please do not hesitate to contact me.

Thank you.

Sincerely,

Maria Lopez

Office Manager