

Official No-Show Fee Letter

Subject: Notification of Missed Appointment and Fee

Dear [Client Name],

This letter is to inform you that you missed your scheduled appointment on [Date] at [Time].

As outlined in our policy, which was provided to you and acknowledged on [Date of Policy Acknowledgment], a fee of [Fee Amount] is charged for appointments missed without a minimum of [Number] hours' notice.

This fee has been applied to your account. Please be prepared to settle this balance at your next appointment. You can also pay it now by calling our billing department at [Billing Phone Number] or via our secure payment portal: [Payment Link].

To reschedule your appointment, please contact us at [Phone Number].

Sincerely,

[Your Name/Company Name]

Billing Department

[Phone Number]

[Email Address]

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