

Simple Final Attempt Message

Subject: Final Attempt to Reschedule

Dear [Client Name],

We have been unable to reach you to reschedule your missed appointment on [Date].

This is our final attempt to contact you. If we do not hear from you by [Date, e.g., 10 days from now], we will unfortunately have to close your file and archive your records.

If you wish to resume services in the future, you will need to re-register as a new client.

To avoid this, please contact us at [Phone Number] before [Date].

Sincerely,

[Your Name/Company Name]

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