|  |
| --- |
| UR and barcode |

**[](https://www.bing.com/images/search?view=detailV2&ccid=MzsFOWxx&id=C266094D98BD35875E186C6394D25DEAA69F492D&thid=OIP.MzsFOWxxCEB6ijkWxB1pIwHaHZ&q=interpreter+symbol+australia&simid=608037104824486594&selectedIndex=0)**Date

Mr P Patient

00 Primary Street

Suburb 0000

Need an Interpreter?  
 call: (03) xxxx xxxx

Dear [Title] [Name],

**Missed appointment**

Our records show you missed your appointment on [original date] at the [xx] clinic.

Your new appointment details are:

**Appointment**

|  |  |  |
| --- | --- | --- |
|  | **Clinic** | **[Clinic]** |
|  | **Date** | **[Day] [DD] [MMM] [YYYY]** |
|  | **Time** | **[HH]:[MM][AM/PM]** |
|  | **Address** | **[Health Service] Specialist Clinics**  Number Street name, Suburb, Postcode  [Floor], [Building name]  [reception] (turn over to see map) |

Please **call us on (03) xxxx xxxx** between **x am – x pm Monday to Friday** if you need to cancel or change your appointment.

Your health is important to us. We look forward to seeing you.

Yours sincerely,

[Name]

Manager

[Health Service] Specialist Clinics