Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We are sorry you couldn’t make it to your dental appointment at The Smile Center.

We would like to remind you of our “Broken Appointment” policy which is enclosed.

We understand emergencies arise at the last minute, but we need to have this

policy in order to best provide care to all of our scheduled patients.

If you have any questions or concerns don’t hesitate to call us!

Sincerely,

The Smile Center