

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: From Dentist to Patient

Dear :

We are writing to remind you that you have a root canal scheduled for . It is imperative that you make this appointment. This a minor dental procedure and nothing to fear. We cannot reschedule this appointment again.

Thank you for choosing as your dental caregiver.

Sincerely,

N A M E