To

[The Recipient Name]

This letter is to notify you of your consistent irresponsible behavior. It is the third time that you have missed your appointment after renewal. This is extremely disappointing as we have a policy against such misconduct.

This letter serves as the final warning letter against your misdemeanors. If you want to renew your appointment this time, you will have to pay an extra fee of $100 as per the policy.

You must inform us 24 hours before the time of your appointment so that we may apply the no-show policy. You neither show up nor inform us of the reason which is an irresponsible attitude. If you happen to do it again I must say you should find a new physician for yourself.

I hope you won’t mind my harsh tone but it is the need of the hour to make you aware of your wrongdoing and least concern towards your own health.

Thank you!

[Your Name]