Date

Patient
Street Address
City, State Zip

Dear Patient:

This is to confirm your dental appointment with us on date at time. If you are covered by a dental reimbursement plan, please bring your insurance form to the appointment.

We think you’ll enjoy our newly remodeled lobby area, complete with multiple TV screens and a surround-sound system to keep you entertained during your short wait. Also, we recently installed a TV monitor and intraoral camera in our treatment area, so we can show you how we’ll be working on your smile during your visit. For longer procedures, you’ll be able to choose a videotape or DVD to watch while you are receiving treatment, or headphones to listen to music.

OR

We think you’ll enjoy our new lobby area. We’ve installed a sound system that plays soothing music, or you can choose headphones to listen to music during your procedure. Your comfort is important to us, so please let us know if you’d like to try the headphones.

We look forward to seeing you soon! If you have any questions prior to your visit, please log onto our practice website at website address, e-mail us at e-mail address or give us a call at office number.

Sincerely,

Dentist and Team
Missed Appointment

Date

Patient
Street Address
City, State Zip

Dear Patient:

We missed you at your dental appointment on date.

We understand that sometimes circumstances arise that prevent patients from keeping appointments. It happens to the best of us! In the future, if you find it impossible to keep an appointment, please give us a call 24 hours in advance, or e-mail us at e-mail address within 24 hours of your appointment. With this prior notice, we can reschedule your appointment and let another patient have the appointment time originally reserved for you.

We request this courtesy because it allows us to see our patients promptly. It also helps us provide more affordable dental care for all of our patients.

Please call our office today at office number to reschedule your appointment. We appreciate your cooperation and look forward to seeing you!

Sincerely,

Dentist and Team
Date

Patient
Street Address
City, State Zip

Dear Patient:

It was a pleasure seeing you last month of last visit for procedure. As we have discussed, by providing continuing care every time frame we can help you keep your oral health in great condition. We’d love to see you for your follow-up visit this month.

I encourage you to reserve just an hour from your schedule for a dental check-up. Early attention to dental problems helps us to correct them easily. We can check for gum disease, oral cancer and the health of your entire mouth and the surrounding soft tissues. In addition, we can show you how proper brushing and flossing help to prevent tooth decay and gum disease. We will also clean and polish your teeth to help you smile your brightest.

Please call our office at office number so that we can schedule an appointment for you soon. We want to help you keep your smile healthy for the rest of your life, and we look forward to hearing from you soon.

Sincerely,

Dentist and Team
Continuing Care Past Due

Date

Patient
Street Address
City, State Zip

Dear Patient:

It is time again for your dental check-up and cleaning. Our records indicate that you have not been in our office since \textit{time}. Regular dental visits are necessary to maintain good oral health and to prevent unnecessary expense. We think you’ll agree that this preventive maintenance will benefit your overall health in the long run.

During your dental check-up, we can check for tooth decay and gum disease in their earliest stages, when they’re most preventable. We will instruct you in proper brushing and flossing techniques, two key preventive measures in your oral hygiene program. We’ll also professionally clean your teeth to remove stains and tartar that are difficult to reach. By the end of this visit, you’ll be smiling your brightest.

We want to ensure that you receive the very best dental care! Please call us today at office number to schedule an appointment.

Sincerely,

\textit{Dentist and Team}

P.S. Be sure to check out our practice website at \textit{website address!} It has the latest practice name news, plus dental care tips for adults and children.
Reactivation of a Patient

Date

Patient
Street Address
City, State Zip

Dear Patient:

It has been over a year since your last dental visit. You are a valued patient and we would like to know how you are doing!

Periodic oral examinations are essential to maintaining good overall health. Regular dental visits allow us to detect gum disease and other medical conditions in their early stages, when they are most treatable. Studies continually point to the relationship between dental health and overall health. Recent research even reveals a link between gum disease and heart disease. For these reasons, regular dental visits can be an invaluable preventive health measure.

Regular visits also allow us to clean your teeth and introduce advances in dentistry that can help your smile look its best.

We have set up a time frame appointment for your continuing care.

Please call us at office number if this appointment time needs to be rescheduled or to let us know that you are receiving dental care from another practice. We are concerned about your dental health, so we hope to hear from you soon.

Sincerely,

Dentist and Team

P.S. In an effort to serve you better, we’ve created a name of practice website, complete with the latest practice news, plus oral health care tips for you and your family! Be sure to check it out at name of website.