*(Date)*

Dear ,

Dr. asked me to send an email out to you today. (S)he diagnosed some necessary dental treatment for you and noticed recently that there is no appointment scheduled.

Your dental health is our number one priority. Please let us know if you have any questions about your needed dental care. Or if there is anything we can do to help.

Dr. knows delaying dental care may result in more extensive treatment and additional costs. We encourage you to make arrangements to start the treatment soon.

We can certainly help you with flexible scheduling and financing options.

Please call the office with any questions or to schedule your appointment today.

We look forward to hearing from you soon.

Sincerely,