

NHS Borders
Hawick Dental Centre
Victoria Road
Hawick
TD9 7AH



Parent/ Guardian
«Title» «Patient - Forename» «Surname»
«Address1»
«Address2»
«Patient - Address 3»
«Patient - Address 4»
«Patient - Postcode»

«General Info - Todays Date»

Telephone

0300 7900 710 – option 1

Email

BOR.DentalAdmin@borders.scot.nhs.uk

Our Ref: «PatientCode»

Dear Parent/Guardian

Important – Missed Dental Appointment

«Patient - Forename» has missed their dental appointment. We have tried to contact you by *[text message/voicemail – delete as appropriate]*.

As we have not heard back from you, «Patient - Forename»'s other dental appointments have been cancelled.

Please contact us by *[insert date - 14 days from sending this letter]* to book a new appointment for «Patient - Forename».

The Childsmile team can support you to bring «Patient - Forename» to dental appointments. We may ask them to contact you.

Dental visits are important for «Patient - Forename»'s overall health.

Yours sincerely

Dental Secretary/Receptionist

