

NHS Borders
Hawick Dental Centre
Victoria Road
Hawick
TD9 7AH



«Title» «Patient - Forename» «Surname» «General Info - Todays Date»
«Address1»
«Address2»
«Patient - Address 3»
«Patient - Address 4»
«Patient - Postcode»

Telephone

0300 7900 710 – option 1

Email

BOR.DentalAdmin@borders.scot.nhs.uk

Our Ref: «PatientCode»

Dear «Title» «Surname»

Important – Missed Dental Appointment

You have missed your dental appointment. We have tried to contact you by *[text message/voicemail – delete as appropriate]*.

As we have not heard back from you, your other dental appointments have been cancelled.

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

The Oral Health Improvement team can support you to attend dental appointments. We may ask them to contact you.

Dental visits are important for your overall health.

Yours sincerely

Dental Secretary/Receptionist