

Department of Psychological Therapy East

Miss Kirsty Todd
9 Delta Court
Musselburgh
Midlothian
EH21 8EL

Contact Number 01620 642 744
Date 21/10/2025
CHI 1205891226
Our Ref 700086793R Return

Dear Miss Todd

Outpatient Appointment Non Attendance Letter

Our records show that you recently missed an appointment that had been arranged for you.

Clinic: Psychological Therapy East, Suzanne McNaughton
Date and Time: Tuesday 21 October, 2025 at 10:00 am

Please note that, in line with current NHS policy, you will not be routinely offered another appointment at this time.

If, however, you think that you still need an appointment then please contact us on the number below within 4 weeks. Please be aware that we may not be in a position to offer you another appointment, but we will be able to discuss this with you.

If you have missed multiple appointments, we will not offer you another appointment and you should seek advice from your referrer .

NHS Lothian is introducing an automated reminder service using text messages for appointments. If you do not wish to receive reminder texts, please let us know by phoning the number on this letter.

Yours sincerely,
Appointments Officer
NHS Lothian
01620 642 744

NHS Lothian Data Protection Notice which explains what we do with personal information can be found on our website at:

<https://www.nhslothian.scot/yourrights/data-protection-privacy>