

**DONALD J. SALOMON, DMD  
JOSEPH V. ESPOSITO, DDS  
101 EAST HARTSDALE AVENUE  
HARTSDALE, NY 10530  
(914) 949 – 3633**

To Our Patients,

We have found it necessary to institute a policy in regard to missed appointments. We do not double book our schedule so that we may give our patients the time and attention they deserve. Consequently, if patients do not show up for their appointments, we have an empty time slot in which another patient could have been seen.

We therefore request 48 hours notification by phone, prior to your appointment, if you cannot keep it. If we do not receive notification, and you do not show for your appointment, there will be a fee charged, for which you will be responsible.

Thank you in advance for your courtesy in regard to your appointments.

Sincerely,

Donald J. Salomon, DMD  
Joseph V. Esposito, DDS

Please sign here to conform your understanding of this policy.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_