

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Subject: Reminder for Quarterly HbA1c Monitoring

Dear [Patient Name],

Our records indicate that it is time for your quarterly Hemoglobin A1c (HbA1c) blood test. Regular monitoring is a vital part of managing your diabetes and helps us ensure your current treatment plan is effective.

The HbA1c test measures your average blood sugar levels over the past three months. Keeping this number within your target range helps reduce the risk of long-term health complications.

**Next Steps:**

- Please visit the laboratory at your earliest convenience to have your blood drawn.
- No fasting is required for this specific test.
- Once the results are available, our office will contact you to discuss the findings and any necessary adjustments to your care plan.

If you have already completed this lab work in the last 14 days, please disregard this notice.

If you have questions or need to schedule a follow-up appointment, please call our office at [Phone Number].

Sincerely,

[Doctor/Provider Name]

[Clinic/Practice Name]