

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Subject: Time for your annual wellness check-up

Dear [Patient Name],

We hope this letter finds you well. At [Clinic Name], we care about your long-term health and want to help you stay on track with your wellness goals.

Our records show that it is time for your annual physical exam. This yearly visit is an important opportunity to review your current health, update your screenings, and discuss any concerns you may have in a relaxed setting.

To schedule your appointment, you can:

- Call our office at [Phone Number]
- Book online through our patient portal at [Website URL]
- Reply to this email (if applicable)

If you have already scheduled your physical or have seen another provider recently, please feel free to disregard this reminder.

We look forward to seeing you soon.

Best regards,

[Doctor/Provider Name]

[Clinic Name]