

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Subject: URGENT: Follow-up Required Regarding Your Annual Physical Results

Dear [Patient Name],

We are contacting you regarding the results of your recent annual physical examination conducted on [Date of Appointment].

Our office has reviewed your laboratory reports and clinical findings. It is important that we discuss these results with you in person as soon as possible to determine the next steps in your care and treatment plan.

Please call our office at [Phone Number] immediately to schedule a follow-up appointment.

When you call, please inform the receptionist that you are responding to an urgent follow-up request so that we can prioritize your scheduling. If you call after business hours, please leave a voicemail with your full name and a callback number.

We look forward to hearing from you promptly to ensure your continued health and well-being.

Sincerely,

[Provider Name/Signature]

[Practice Name]

[Clinic Phone Number]