

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Subject: Reminder: Routine Follow-Up Appointment for [Condition Name]

Dear [Patient Name],

Our records indicate that it is time for your routine follow-up appointment regarding your [Condition Name]. Regular monitoring is a vital part of managing your health and ensuring that your current treatment plan remains effective.

During this visit, we will review your recent progress, address any symptoms or concerns you may have, and adjust your medications if necessary.

Please contact our office at [Phone Number] to schedule your appointment. You may also book online through our patient portal at [URL].

If you have already scheduled this appointment, please disregard this notice. We look forward to seeing you soon.

Sincerely,

[Provider Name/Clinic Name]

[Phone Number]

[Email/Website]