[Date]

[Patient Name]
[Patient Address]
[City, State, Zip Code]

Dear [Patient Name],

Our records indicate that you missed your scheduled routine physical examination on [Date of Missed Appointment].

Annual physicals are an important part of maintaining your health, managing ongoing conditions, and preventing future medical issues. As an established patient, we want to ensure you stay on track with your wellness goals.

Please contact our office at [Phone Number] or visit our online portal to reschedule this appointment at your earliest convenience. If you have already rescheduled, please disregard this letter.

If you have decided to seek care elsewhere, please let us know so that we may update your records and assist with a transfer of your medical files if necessary.

Sincerely,

[Doctor/Provider Name]
[Practice Name]