[Date]

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

Subject: Gentle Reminder: Your Annual Physical Examination

Dear [Patient Name],

We are writing to let you know that it is time for your annual physical examination. Our records indicate that you may have missed your recent appointment or are due to schedule one.

Routine check-ups are an important part of maintaining your long-term health and wellness. These visits allow us to track your health progress, update vaccinations, and perform necessary screenings.

Please contact our office at [Phone Number] or visit our online portal at [Website URL] to schedule a convenient time for your appointment.

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

Sincerely,

[Doctor/Provider Name]
[Clinic/Practice Name]