[Date]

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

Subject: SECOND REMINDER: Your Annual Physical Examination

Dear [Patient Name],

We are writing to you because our records show that you still have not scheduled your annual physical examination for this year. We sent a previous reminder on [Date of First Reminder], but we have not heard from you yet.

Regular check-ups are essential for monitoring your health and detecting potential issues early. This appointment is a vital part of your long-term wellness plan.

Please contact our office at [Phone Number] or visit our online portal at [Website URL] to schedule your appointment as soon as possible.

If you have already scheduled this exam or have recently seen another provider for this service, please let us know so we can update your medical records.

We look forward to seeing you soon.

Sincerely,

[Doctor or Clinic Name]
[Clinic Address]
[Phone Number]