[Date]

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

Subject: FINAL NOTICE: Missed Annual Physical Examination

Dear [Patient Name],

Our records indicate that despite previous reminders, you have not yet scheduled or completed your Annual Physical Examination for the current year. This letter serves as your final notice regarding this important preventive health visit.

Annual physicals are essential for early detection of health issues and managing your long-term wellness. Failure to complete this exam may result in delays for prescription refills or could affect your insurance compliance requirements.

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

If you have already completed your exam recently or have an appointment scheduled, please disregard this notice.

Sincerely,

[Doctor/Clinic Name]
[Practice Name]
[Contact Information]