[Date]

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

Subject: Friendly Reminder: Your Annual Physical Examination

Dear [Patient Name],

We missed seeing you for your scheduled annual physical examination on [Date].

Routine check-ups are an important part of staying healthy and preventing future medical issues. We want to ensure you stay on track with your health goals and any necessary screenings.

We understand that life gets busy and plans change. Please contact our office at [Phone Number] or visit our online portal at [Website/Link] to reschedule your appointment at a time that works best for you.

If you have already seen another provider or have already rescheduled, please disregard this notice.

We look forward to seeing you soon.

Sincerely,

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