[Date]

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

Subject: Important Reminder Regarding Your Annual Physical Examination

Dear [Patient Name],

Our records indicate that you are currently overdue for your annual physical examination. At [Practice/Clinic Name], we prioritize your long-term health, and preventative care is the most effective way to identify potential health issues before they become serious.

An annual wellness visit allows your provider to:

- Update your medical history and medications.
- Perform necessary screenings and blood work.
- Discuss lifestyle changes and preventative goals.
- Ensure all immunizations are up to date.

Please contact our office at [Phone Number] or visit our online portal at [URL] to schedule your appointment. If you have already scheduled this exam or have seen another provider recently, please let us know so we can update your records.

We look forward to seeing you soon and helping you maintain your health.

Sincerely,

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