[Date]

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

Subject: Reminder: Your Annual Physical Examination is Overdue

Dear [Patient Name],

Our records indicate that you are currently overdue for your annual physical examination and routine health screenings. Regular check-ups are essential for monitoring your health and identifying potential issues early when they are most treatable.

Your last physical exam was on [Date of Last Visit].

We recommend scheduling your appointment as soon as possible. During this visit, your provider will review your medical history, perform a physical exam, and order any necessary laboratory tests or preventative screenings.

To schedule your appointment, please choose one of the following options:

- Call our office at [Phone Number]
- Book online through the patient portal at [Website URL]
- Reply to this email with your preferred dates and times

If you have already scheduled this appointment or have recently seen another provider for your annual exam, 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/Clinic Name]
[Practice Name]
[Contact Information]