[Doctor's Name]
[Practice Name]
[Practice Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

Dear [Patient Name],

I am writing to you because our records show that you are overdue for your annual physical examination. Your last visit was on [Date of Last Visit].

Regular check-ups are an essential part of maintaining your long-term health. These visits allow us to monitor your blood pressure, review your lab work, and perform necessary screenings that can catch potential health issues before they become serious.

I value having you as a patient and want to ensure we stay on track with your preventative care goals. Please contact our office at [Phone Number] or visit our online portal at [URL] to schedule your appointment.

If you have already scheduled your physical or have seen another provider recently, please let us know so we can update your medical record.

I look forward to seeing you soon.

Sincerely,

[Doctor's Signature]

[Doctor's Printed Name]