Date: [Current Date]

To the Parent or Guardian of: [Patient Name]

Date of Birth: [Patient Date of Birth]

Subject: Reminder - Annual Physical Examination

Dear Parent/Guardian,

Our records show that [Patient Name] is currently due for their annual physical examination. Regular well-child visits are essential to monitor your child's growth, development, and overall health.

These appointments are important for:

- Preventative health screenings
- Required immunizations and vaccinations
- Physical activity and nutrition guidance
- Completion of school, sports, or camp forms
- Discussing any developmental or behavioral concerns

Please contact our office at [Phone Number] to schedule an appointment at your earliest convenience. You may also schedule through our patient portal at [Portal URL].

If you have already scheduled this appointment or have recently seen another provider for this exam, please disregard this notice.

We look forward to seeing you and your child soon.

Sincerely,

[Doctor or Practice Name]
[Office Address]
[Office Phone Number]