[Date]

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

Subject: Reminder: Your Annual Wellness Physical Examination

Dear [Patient Name],

Our records show that you have not yet scheduled your annual physical examination for this year. As a valued patient of [Clinic/Practice Name], we want to ensure you are staying proactive with your health and preventative care.

Annual check-ups are especially important for seniors. These visits allow us to:

- Review your current medications and vaccinations.
- Perform necessary health screenings (such as blood pressure and cholesterol).
- Discuss any new symptoms or health concerns you may have.
- Update your personalized wellness plan.

These exams are often fully covered by Medicare and most insurance providers as a preventative service.

Please call our office at [Phone Number] or visit our online portal at [Website/URL] to schedule your appointment. We recommend booking soon to ensure you get a time that is convenient for you.

If you have already scheduled this appointment or have seen another physician recently, please disregard this letter.

We look forward to seeing you soon.

Sincerely,

[Doctor's Name/Signature]
[Clinic/Practice Name]
[Phone Number]