Date: [Insert Date]

To: [Patient Name]
Address: [Patient Address]

Subject: Reminder: Your Annual Physical Examination

Dear [Patient Name],

Our records indicate that you have missed your scheduled annual physical examination, or it is time to book your yearly wellness check-up. Regular exams are a vital part of your wellness routine and help us monitor your health proactively.

An annual physical allows us to:

- Update your medical history and vaccinations.
- Perform necessary screenings and lab work.
- Discuss any health concerns or lifestyle changes.
- Identify potential health issues before they become serious.

Please contact our office at [Phone Number] or visit our online portal at [Website/Link] to schedule your appointment at your earliest convenience.

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

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

Sincerely,

[Doctor/Provider Name]
[Clinic/Facility Name]
[Contact Information]