[Clinic Name]
[Clinic Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

Subject: URGENT: Missed Annual Physical Examination

Dear [Patient Name],

Our records indicate that you have missed your scheduled annual physical examination, which was due on [Date].

Annual physicals are critical for the early detection of health issues and the ongoing management of your well-being. Regular screenings and preventive care are essential components of your long-term health plan.

We urge you to contact our office as soon as possible to reschedule this important appointment. You may call us at [Phone Number] or book online through our patient portal at [Website URL].

If you have already seen another provider for this examination or have already rescheduled, please disregard this notice.

We look forward to seeing you soon.

Sincerely,

[Doctor/Staff Name]
[Clinic Name]