[Date]

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

Subject: Notice of Missed Annual Physical Examination

Dear [Patient Name],

Our records indicate that you missed your scheduled annual physical examination on [Date of Appointment] at [Time].

Annual physicals are a vital part of maintaining your long-term health. These appointments allow us to perform necessary screenings, update vaccinations, and address any health concerns before they become serious problems.

We would like to get you back on schedule as soon as possible. Please contact our office at [Phone Number] or visit our online portal at [Website/URL] to reschedule your appointment.

If you have already rescheduled or if you believe this notice was sent in error, please disregard this letter.

We look forward to seeing you soon and helping you stay healthy.

Sincerely,

[Provider Name/Clinic Name]
[Contact Information]