

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

[Date]

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

Subject: Reminder - Your Annual Physical Examination is Overdue

Dear [Patient Name],

Our records indicate that you are overdue for your annual physical examination. Regular check-ups are an essential part of maintaining your health and preventing future medical issues.

Annual exams allow your provider to update your medical history, perform necessary screenings, and manage any ongoing prescriptions. This preventive visit is often covered at 100% by most insurance providers.

Please contact our office at [Phone Number] to schedule your appointment. You may also book your visit through our online patient portal at [Website URL].

If you have already scheduled this appointment or have recently had a physical at another office, please disregard this notice.

We look forward to seeing you soon.

Sincerely,

[Provider Name or Practice Manager]
[Practice Name]