

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Subject: Friendly Reminder: Your Annual Physical Examination

Dear [Patient Name],

We hope this letter finds you well. Our records show that it is time for your annual physical examination.

Regular check-ups are an important part of maintaining your long-term health. This visit provides an opportunity to review your medical history, perform necessary screenings, and discuss any health concerns you may have.

To schedule your appointment, please call our office at [Phone Number] or visit our online booking portal at [Website URL].

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

Sincerely,

[Doctor/Provider Name]

[Practice Name]

[Phone Number]