

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Subject: Reminder to Schedule Your Annual Physical Examination

Dear [Patient Name],

We are writing to remind you that it is time to schedule your annual physical examination. Regular check-ups are essential for maintaining your health and detecting potential issues early.

Most insurance plans, including yours, cover one physical examination per calendar year at no out-of-pocket cost to you. We encourage you to take full advantage of your insurance benefits before they reset at the end of the year.

**During your visit, we will:**

- Review your medical history and current medications.
- Perform a complete physical assessment.
- Update necessary immunizations.
- Discuss age-appropriate screenings and laboratory tests.

Please call our office at [Phone Number] to schedule your appointment. Our office hours are [Office Hours]. You can also book online through our patient portal at [Website URL].

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

Sincerely,

[Doctor/Provider Name]

[Practice Name]

[Practice Phone Number]