

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Dear [Patient Name],

Our records show that you are due for your **Annual Comprehensive Diabetic Review**. Regular check-ups are essential to managing your health and preventing long-term complications associated with diabetes.

This comprehensive review will include:

- HbA1c blood test (to check your average blood sugar levels)
- Blood pressure and weight check
- Kidney function screening (urine and blood test)
- Foot examination (to check circulation and nerve sensation)
- Review of your current medications
- Discussion regarding your diet and lifestyle

Please contact our office at [Phone Number] to schedule your appointment. If you have had these tests performed elsewhere in the last three months, please let us know so we can update your medical records.

Please remember to bring your current glucose meter and a list of all your medications to this appointment.

We look forward to seeing you soon.

Sincerely,

[Doctor/Clinic Name]

[Practice Name]