

URGENT: ACTION REQUIRED REGARDING YOUR HEALTH

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Dear [Patient Name],

We are writing to inform you that you are due for an urgent HbA1c (blood sugar) test. Our records indicate that your last test was completed on [Date of Last Test] and a follow-up is now overdue.

It is important to monitor your HbA1c levels to manage your health effectively and prevent potential complications. We request that you contact our office as soon as possible to schedule your blood test.

Next Steps:

- Call our office at [Phone Number] between [Hours of Operation].
- Log in to your patient portal at [URL] to book an appointment.
- Please complete this test by [Deadline Date].

If you have already had this test completed at another facility recently, please let us know so we can update your medical records.

Thank you for your prompt attention to this matter.

Sincerely,

[Doctor/Provider Name]

[Practice/Clinic Name]

[Contact Information]