[Practice/Clinic Name]
[Address Line 1]
[Address Line 2]
[Phone Number]

Date: [Current Date]

To: [Patient Full Name]
Address: [Patient Address]

Subject: Reminder - Overdue Thyroid Function Test

Dear [Patient Name],

Our records indicate that your routine Thyroid Function Test (TFT) is now overdue. Regular blood tests are necessary to ensure your thyroid levels remain within the target range and to confirm that your current medication dosage is correct.

Please contact the surgery at your earliest convenience to schedule an appointment for a blood test. You can book this by calling us at [Phone Number] or via our online booking portal.

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

Thank you for your cooperation in managing your health.

Sincerely,

[Doctor/Provider Name]
[Practice Name]