

[Practice Name]
[Practice Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Patient Name]
[Patient Address]
[City, State, Zip Code]

Dear [Patient Name],

Our records show that your annual asthma review is now due. It is important that we review your condition at least once a year to ensure your asthma is well-controlled and that you are using the most effective treatment.

During this appointment, we will:

- Discuss your current symptoms and any concerns you may have.
- Review your inhaler technique.
- Update your personalized Asthma Action Plan.
- Check your medication dosages.

Please contact the surgery at [Phone Number] to schedule an appointment with the respiratory nurse. Alternatively, you can book online via [Online Portal Link, if applicable].

If you have had a recent review at another clinic or no longer require this monitoring, please let us know so we can update your medical records.

Yours sincerely,

[Doctor/Practice Manager Name]
[Practice Name]