

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Subject: Reminder for Mental Health Evaluation and Checkup

Dear [Patient Name],

Our records indicate that it is time for your routine mental health evaluation and checkup. Regular evaluations are an important part of maintaining your overall well-being and ensuring that your current care plan remains effective.

We recommend scheduling an appointment within the next [Number] weeks. During this visit, we will review your progress, address any concerns you may have, and discuss any necessary adjustments to your treatment.

To schedule your appointment, please choose one of the following options:

- Call our office at [Phone Number]
- Visit our online booking portal at [Website URL]
- Reply to this email directly

If you have already scheduled an appointment or have recently completed an evaluation, please disregard this notice.

We look forward to seeing you soon and supporting your continued health.

Sincerely,

[Provider Name or Clinic Name]

[Contact Information]

[Clinic Address]