

[Doctor or Clinic Name]
[Clinic Address]
[City, State, Zip Code]
[Phone Number]

[Date]

To the Parent or Guardian of [Child's Full Name],

Subject: Appointment Reminder: Newborn Growth and Developmental Milestone Check

Our records show that it is time for [Child's First Name] to have their routine growth and developmental milestone assessment. These check-ups are essential during the first months of life to monitor your baby's physical growth, motor skills, and sensory development.

During this visit, we will review:

- Weight, length, and head circumference measurements.
- Feeding and sleeping patterns.
- Physical milestones (such as neck strength and reflexes).
- Social and emotional responses.
- Age-appropriate immunizations.

If you have already scheduled this appointment, please consider this a friendly reminder. If you have not yet scheduled a time, please call our office at [Phone Number] or visit our online portal at [Website URL] to book your visit.

We look forward to seeing you and your baby soon.

Sincerely,

[Doctor's Name/Signature]
[Clinic Name]