

Dear [Patient Name],

Our records show that your routine quarterly diabetes health check is now due. Regular monitoring is essential to help manage your condition and maintain your long-term health.

Please contact the clinic at [Phone Number] or use our online booking portal to schedule your appointment with [Doctor/Nurse Name].

Appointment Details:

- **Required Tests:** HbA1c blood test, blood pressure check, and weight review.
- **Preparation:** Please bring your glucose monitoring log and a list of your current medications.
- **Fasting:** [Yes/No]

If you have already scheduled this appointment, please disregard this letter.

Sincerely,

[Practice Name]

[Date]