

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		

Re: Reminder from Doctor to Patient for Annual Physical

Dear :

Our records show that it is time for your Annual Physical. Please contact our office as soon as possible to schedule an appointment.

Sincerely,

N A M E