

# Annual Check-Up Appointment

Dear [Patient's Name],

We hope this message finds you well. This letter serves as a reminder for your annual check-up. Please see the details below:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Clinic/Hospital Name and Address]

Please arrive 15 minutes early to complete any necessary paperwork. If you need to reschedule, contact us at [Insert Phone Number] or [Insert Email Address].

Thank you for prioritizing your health!

Sincerely,  
[Your Clinic/Hospital Name]