

# Routine Physical Assessment Alert

Dear [Recipient's Name],

This is to notify you that your routine physical assessment is due on [Date]. Regular health check-ups are essential for maintaining overall well-being and addressing any potential health issues early.

Please schedule your appointment at your earliest convenience. You may contact our office at [Phone Number] or visit our website at [Website URL] to book your appointment.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]  
[Contact Information]