

# Routine Health Assessment Notification

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. This is to notify you that your routine health assessment is scheduled for [Insert Date and Time]. Please complete the attached forms and bring them to your appointment.

Location: [Insert Location]

If you have any questions or need to reschedule, please contact us at [Insert Contact Information].

Thank you for your attention to this important matter. We look forward to seeing you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]