

Annual Physical Examination Notification

Date: **[Insert Date]**

Dear [Employee/Student Name],

This is to inform you that it is time for your annual physical examination. We encourage you to prioritize your health and schedule your appointment at your earliest convenience.

Details of the examination are as follows:

- **Location:** [Insert Location]
- **Date:** [Insert Available Dates]
- **Time:** [Insert Available Times]

Please bring the following items to your appointment:

- Identification (e.g., driver's license, student ID)
- Any relevant medical records

If you have any questions or need to reschedule, feel free to contact us at [Insert Contact Information]. Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]