

# Scheduled Health Examination Reminder

Dear [Recipient's Name],

This is a friendly reminder that you have a scheduled health examination on [Date] at [Time].  
The examination will take place at [Location].

Please ensure that you bring the following items:

- Identification documents
- Health insurance card
- Any relevant medical records

If you have any questions or need to reschedule your appointment, please contact us at [Phone Number] or [Email Address].

Thank you, and we look forward to seeing you soon!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]