

Annual Health Assessment Notice

Date: [Insert Date]

Dear [Recipient's Name],

We hope this letter finds you in good health. This is to notify you that it is time for your annual health assessment. Regular health assessments are important to ensure that you maintain optimal health and wellness.

Your health assessment is scheduled for [Insert Date] at [Insert Time]. It will take place at [Insert Location]. Please make sure to bring any relevant medical records and list of medications you are currently taking.

If you have any questions or if you need to reschedule your appointment, please do not hesitate to 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 Title]

[Your Organization]

[Contact Information]