

Follow-Up Letter

Date: [Insert Date]

Dear [Patient's Name],

I hope this message finds you well. This is a follow-up regarding your recent visit to my office on [Date of Visit] for your internal medicine evaluation.

During our appointment, we discussed your symptoms and reviewed your test results. As a reminder, we decided to proceed with the following plan:

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

Please ensure you follow through with the recommendations above. I would also like to remind you of your next scheduled appointment on [Next Appointment Date]. If you have any questions or concerns before then, do not hesitate to reach out to my office at [Office Phone Number].

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

Sincerely,

[Your Name]

[Your Title]

[Your Practice Name]

[Contact Information]