

# Annual Health Assessment Preparation

Dear [Recipient's Name],

As part of our commitment to your well-being, we would like to remind you of your upcoming annual health assessment scheduled for [Date]. This assessment is a vital part of maintaining your health and wellness.

## Preparation Steps:

1. Review your medical history and bring any relevant documents.
2. List any medications you are currently taking.
3. Prepare any questions or concerns you would like to discuss with the healthcare provider.
4. Ensure you are well-rested and hydrated prior to the appointment.
5. Dress in comfortable clothing suitable for evaluation.

Please arrive at least 15 minutes early to complete any necessary paperwork. If you need to reschedule, contact us at [Contact Information].

We look forward to seeing you and supporting your health.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Your Organization]