**TEMPLATE**

**DOCTOR APPOINTMENT LETTER**

«Today»

Dear **«Pat\_FullName»,**

Our records indicate that you are due for an appointment for «Recall\_Plan\_Name» on

«Expected\_Return\_Date*»*. Your medical well-being is important to us. Please call our office at

«Prac\_Phone»to schedule this

appointment.

Sincerely,

The Staff and Physicians at