**«Prac\_Name»**

**«Prac\_Add1»**

**«Prac\_CityStateZip»**

«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

 **«Prac\_Name»**