

## Overdue for Recall Appointment

Dr. Name  
Office address  
City, State ZIP  
(or preferably print on letterhead)

DATE

Patient Name  
Address  
City, State Zip

Dear \_\_\_\_\_,

Our records indicate that you are overdue for your 6-month dental checkup. We understand that it is easy to put aside this task as you get busy, but we want to make sure you remain in good dental health.

Call us at (555) 555-5555 today and we will schedule your checkup as soon as possible.

We look forward to hearing from you!

Sincerely,

Dr. \_\_\_\_\_