## 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