

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Eye Exam Notification

We hope this letter finds you well. This is a friendly reminder that your eye exam is due on [date]. Regular eye examinations are essential for maintaining your vision and overall eye health.

Please contact our office at [phone number] or visit our website at [website URL] to schedule your appointment at your earliest convenience.

Thank you for prioritizing your eye health.

Best regards,

[Your Name]  
[Your Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]