

[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],

I hope this letter finds you well. This is a friendly reminder that it is time for your annual vision test. Regular eye examinations are crucial for maintaining your eye health and ensuring clear vision.

Please schedule your appointment at your earliest convenience. Our office hours are [Office Hours], and you can reach us at [Phone Number] or visit our website at [Website URL] to book your appointment online.

We look forward to seeing you soon!

Best regards,

[Your Name]
[Your Job Title]
[Your Company/Practice Name]