

John Q. Dentist, D.D.S.

29990 Jefferson Avenue

Murrieta, CA 92562

(909) 678-9876

Date, 200_

Miss Amy Holly
10 Tucker Town Road
Tucker Town, CA 12346

Dear Amy,

It has been a long time since we have seen you. Our records show that your last preventive dental examination and professional cleaning was _____ (date) _____.

We have made several unsuccessful attempts to reach you recently. We've missed you and are concerned about your dental health but don't want to be a nuisance! Please help us by checking the most appropriate response below and returning this letter today in the enclosed postage-paid envelope so we will know how you would like us to proceed.

Thank you and we look forward to seeing you again very soon.

Sincerely yours,

Dr. Friendly

- I need to come in. Please call me to set up an appointment to get my teeth professionally cleaned and checked.
My current phone number is _____
- I didn't realize it had been so long. I'll call for an appointment.
- Please remove my name from your active patient list for the following reason:
(Optional) _____

Print Name

Signature

Date