

PRACTICE NAME

Address1, Address2, Address3, Town, County, Postcode.

Tel: 00000 000000 Email:aaaa.aaaaa@aaaaaa.aa.aa

«Title» «Initials» «Surname»

«Address1»

«Address2»

«Address3»

«Town»

«County»

«Postcode»

12 January, 2017

Dear «Salutation»

It's time for your eye examination

Your eye examination is now due. Please telephone the practice to make an appointment or, alternatively, call in when you are next passing.

At <<PRACTICE NAME>> we recommend that you have regular eye examinations to make sure that you get the best from your vision. Regular examinations also enable us to check for the first signs of wider health related issues.

After your examination, if you need glasses we can offer you expert advice and guidance about the lenses which are suitable for your particular vision and lifestyle. You will also be able choose from our extensive selection of frames ranging from designer brands to budget spectacles.

If you are thinking about trying contact lenses, we can offer a wide choice of comfortable lenses to suit your needs and your budget.

We look forward to seeing you soon.

Yours sincerely

OPTICIANS NAME

OPTICIANS SIGNATURE