

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»

Your eye examination is now overdue.

Your eye examination and Glaucoma check are now overdue. Please telephone the practice to make an appointment or, alternatively, call in person.

At <<PRACTICE NAME>> we recommend that, due to your current health situation, you have regular eye examinations to make sure that you get the very best from your vision. This examination also forms an important part of your overall health care. As you are aware, Glaucoma sufferers receive a free eye examination paid for by the National Health Service.

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 to 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