

SAMPLE REMINDER LETTER

Dear xx xxxxxxxx

According to our records you are due for your next eye examination. Please contact (Name of receptionist) on (Telephone number) to make an appointment.

We have been making big advances in the technology we use for eye examinations and our current routine examination is the most thorough we have ever been able to provide. A private (comprehensive) eye examination costs £xx.xx and it covers far more* than the basic NHS sight test. If you are entitled to an NHS sight test we will still carry it out but we may, if clinically appropriate, offer you further tests and services at an additional cost.

We are now able to take a photograph of the back of your eye and store it for comparison with images taken at a later date, enabling us to spot changes in the condition of your eyes (if this is available in your practice). We can do a screening check on the extent and sensitivity of your visual fields as well as checking the pressures within your eyes.

If you need new glasses we have a continually changing range of super-lightweight, very strong, non-allergenic titanium frames, starting at just £xx.xx which are well worth looking at. If you use or would like to try using contact lenses, we have a wide selection, including disposable lenses, and we would be happy to give you a trial. Just ask the receptionist when you make your appointment.

We look forward to seeing you soon. Just give us a ring or call in to make an appointment.

Yours sincerely

Joe Bloggs BSc MCOptom DCLP

*A private (comprehensive) eye examination usually includes fundus photography, visual fields screening, intra-ocular pressure measurement, visual acuities, monocular and binocular refraction, binocular vision assessment and slitlamp biomicroscopy (as appropriate in your practice). It may be necessary to use drops to make your pupils larger for some of these tests. If so, this can be done at a later time if that is more convenient.