

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

**Subject: Annual Mammogram Screening Reminder**

Dear [Patient Name],

Our records indicate that it is time for your annual mammogram screening. Regular mammograms are an essential part of your preventative healthcare and are the most effective way to detect changes in breast health early.

We recommend scheduling your appointment at your earliest convenience. Please call our office at [Phone Number] or visit our online portal at [Website URL] to book a time that works for you.

**Appointment Details:**

- **Location:** [Facility Name and Address]
- **Preparation:** Please do not wear deodorant, powder, or lotion under your arms or on your breasts on the day of your exam.
- **Documentation:** If your last mammogram was performed at a different facility, please let us know so we can request those records for comparison.

If you have already scheduled your appointment or have recently had a mammogram elsewhere, please disregard this notice.

Your health is our priority. We look forward to seeing you soon.

Sincerely,

[Provider/Clinic Name]

[Phone Number]

[Email Address]