

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Subject: Reminder: Your Annual Well-Woman Preventative Care Appointment

Dear [Patient Name],

Our records indicate that you are currently overdue for your annual Well-Woman preventative care exam. Regular screenings are an essential part of maintaining your long-term health and allow us to provide early detection for various health concerns.

Your annual visit typically includes:

- A physical exam and pelvic exam
- Clinical breast exam
- Pap smear or HPV testing (if applicable based on your age and history)
- Discussion of reproductive health, contraception, or menopause
- Preventative health screenings and immunizations

Most insurance plans cover one preventative wellness visit per year at no additional cost to you. Please contact your provider to verify your specific coverage.

To schedule your appointment, please call our office at [Phone Number] or use our online patient portal at [Website URL].

We look forward to seeing you soon and helping you stay healthy.

Sincerely,

[Provider Name/Practice Name]

[Office Phone Number]

[Office Address]