

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

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

Dear [Patient Name],

This is a reminder that you have an upcoming routine Well-Woman exam scheduled with [Clinic/Doctor Name].

Appointment Details:

Date: [Appointment Date]

Time: [Appointment Time]

Location: [Clinic Address/Suite Number]

Annual preventative screenings are an essential part of maintaining your long-term health. During this visit, we will review your medical history and perform necessary screenings such as a physical exam, pelvic exam, and breast exam.

Please remember to:

- Arrive 15 minutes early to complete any necessary paperwork.
- Bring your current insurance card and a valid photo ID.
- Bring a list of any medications or supplements you are currently taking.

If you need to reschedule or cancel this appointment, please contact us at least [Number] hours in advance at [Phone Number].

We look forward to seeing you soon.

Sincerely,

[Doctor/Staff Name]

[Clinic Name]

[Phone Number]