

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Subject: Important: Rescheduling Your Well-Woman Preventative Care Visit

Dear [Patient Name],

Our records show that you recently missed your scheduled Well-Woman Preventative Care appointment on [Date of Missed Appointment].

Your annual wellness exam is an essential part of maintaining your long-term health. These visits allow us to provide necessary screenings, discuss preventative care, and address any health concerns you may have in a proactive manner.

We would like to get you back on the schedule as soon as possible. Please contact our office at [Phone Number] or visit our online portal at [URL] to reschedule your appointment.

If you have already rescheduled or feel you have received this letter in error, please disregard this notice.

We look forward to seeing you soon.

Sincerely,

[Provider/Clinic Name]

[Contact Information]