

[Practice Name]  
[Practice Address]  
[Phone Number]  
[Date]

To: [Patient Name]  
[Patient Address]

**Subject: Reminder: Your Annual Skin Cancer Screening**

Dear [Patient Name],

Our records indicate that it has been one year since your last total body skin examination. Regular screenings are the most effective way to detect skin cancer in its earliest, most treatable stages.

A typical exam takes only a few minutes but is vital for monitoring changes in moles, freckles, or new growths. Early detection saves lives.

Please call our office at [Phone Number] or visit our website at [Website URL] to schedule your appointment. If you have already scheduled your annual exam, please disregard this notice.

We look forward to seeing you soon.

Sincerely,

[Provider Name/Practice Name]