

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Subject: Reminder: Your Annual Skin Examination is Due

Dear [Patient Name],

Our records indicate that it has been one year since your last comprehensive skin examination at [Clinic Name]. Regular screenings are an essential part of maintaining your health and detecting potential issues, such as skin cancer, at their earliest and most treatable stages.

We recommend that you schedule your yearly appointment with Dr. [Doctor's Last Name] at your earliest convenience. During this visit, we will perform a full-body check to monitor any changes in moles, freckles, or existing skin conditions.

To schedule your appointment, please choose one of the following options:

- Call our office at [Phone Number]
- Visit our website at [Website URL]
- Reply to this email directly

If you have already scheduled your annual exam or have recently seen another specialist, please let us know so we can update your medical records.

We look forward to seeing you soon and helping you maintain healthy skin.

Sincerely,

[Staff Name/Department]

[Clinic Name]

[Clinic Phone Number]