

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Subject: Important: Your Full Body Melanoma Screening Appointment

Dear [Patient Name],

This letter is to notify you that it is time for your annual full body melanoma screening. Regular skin examinations are the most effective way to detect skin cancer in its earliest, most treatable stages.

We have scheduled an appointment for you on:

Date: [Date of Appointment]

Time: [Time of Appointment]

Location: [Clinic Name/Address]

During this visit, a healthcare provider will perform a comprehensive head-to-toe examination of your skin. Please ensure you remove any nail polish and makeup prior to your arrival.

If you need to reschedule or have any questions regarding this screening, please contact our office at [Phone Number] or reply to this email at [Email Address].

Early detection saves lives. We look forward to seeing you soon.

Sincerely,

[Provider Name/Signature]

[Clinic Name]