

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

[Patient Name]
[Patient Address]

Subject: Reminder for Your Annual Comprehensive Skin Examination

Dear [Patient Name],

Our records indicate that it is time for your annual comprehensive skin examination. Regular skin checks are a vital part of preventative healthcare and the early detection of skin cancer and other dermatological conditions.

During this visit, your dermatologist will perform a full-body inspection to monitor existing moles and identify any new or changing spots. Early detection is key to successful treatment.

To schedule your appointment, please contact our office at [Phone Number] or visit our online booking portal at [Website URL].

If you have had an exam elsewhere or have already scheduled your visit, please disregard this notice. We look forward to seeing you soon.

Sincerely,

[Provider Name or Practice Name]
[Practice Contact Information]