

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Subject: Reminder - Annual Preventative Skin Screening

Dear [Patient Name],

Our records indicate that it is time for your annual preventative skin examination. Regular screenings are the most effective way to detect skin cancer and other dermatological conditions in their earliest, most treatable stages.

At [Clinic Name], we recommend a yearly professional check-up to monitor any changes in moles, freckles, or new growths. Early detection saves lives.

Please contact our office at [Phone Number] or visit our online portal at [Website URL] to schedule your appointment. We have several openings available over the next few weeks.

If you have already scheduled your annual exam or have seen another specialist recently, 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,

[Doctor's Name/Clinic Name]

[Clinic Address]

[Phone Number]