[Date]

[Patient Name]
[Patient Address]
[City, State, Zip Code]

Subject: Please Reschedule Your Preventative Health Screening

Dear [Patient Name],

Our records show that you recently missed or cancelled your appointment for a preventative health screening originally scheduled on [Original Date].

Preventative screenings are a vital part of maintaining your long-term health. These appointments allow us to detect potential health issues early, when they are often easiest to treat. We would like to help you get back on track with your wellness goals.

Please contact our office at your earliest convenience to reschedule your appointment. You can reach us by:

- Phone: [Phone Number]
- Online Portal: [Website URL]
- Office Hours: [Operating Hours]

If you have already rescheduled this appointment or have recently completed this screening elsewhere, please disregard this notice.

We look forward to seeing you soon.

Sincerely,

[Provider/Clinic Name]
[Contact Information]