

[Clinic Name]
[Clinic Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

Dear [Patient Name],

According to our records, you are due for your annual women's health physical examination. This routine visit is an essential part of your preventive healthcare and allows us to monitor your overall well-being.

During this appointment, we will review your medical history and perform necessary screenings, which may include:

- A general physical exam
- Breast health assessment
- Pelvic exam and Pap smear (if applicable)
- Review of immunizations and lab work
- Discussion of any health concerns or lifestyle changes

Preventive care is key to early detection and maintaining a healthy life. Please contact our office at [Phone Number] or visit our online portal at [URL] to schedule your appointment at your earliest convenience.

If you have already scheduled this exam or have recently had one elsewhere, please let us know so we can update your records.

We look forward to seeing you soon.

Sincerely,

[Provider Name/Clinic Staff]
[Clinic Name]