

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Subject: Reminder - Your Annual Well-Woman Examination

Dear [Patient Name],

Our records indicate that it is time for your annual well-woman examination. Regular check-ups are an essential part of maintaining your long-term health and wellness.

The annual well-woman exam typically includes:

- A physical examination
- Clinical breast exam
- Pelvic exam and Pap smear (if applicable)
- Discussion of health screenings and immunizations
- Contraceptive or menopause management counseling

Early detection is the best way to prevent serious health issues. We encourage you to contact our office at [Phone Number] or visit our online portal at [Website URL] to schedule your appointment.

If you have already scheduled your visit or have recently seen another provider for this exam, please disregard this notice.

We look forward to seeing you soon.

Sincerely,

[Provider Name or Clinic Name]

[Clinic Address]

[Phone Number]