

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Dear [Patient Name],

Subject: Important: Your Cervical Screening (Pap Smear) is Overdue

Our records indicate that you are now overdue for your routine cervical screening (Pap smear). Regular screening is the most effective way to detect early changes in the cervix and prevent cervical cancer.

We recommend that you schedule an appointment at your earliest convenience. The procedure is quick and is performed by our healthcare professionals in a comfortable environment.

To book your appointment, please choose one of the following options:

- Call our office at [Phone Number]
- Book online via our portal at [Website URL]
- Reply to this letter/email to request a callback

If you have recently had a screening at another clinic, or if you believe you have received this notice in error, please let us know so we can update your medical records.

Your health is our priority. We look forward to seeing you soon.

Sincerely,

[Doctor/Provider Name]

[Practice/Clinic Name]

[Phone Number]