

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Dear [Patient Name],

We hope this letter finds you well.

Our records indicate that it may be time for your annual Well-Woman Examination. These routine visits are an important part of your preventive healthcare, allowing us to monitor your overall health and address any concerns you may have.

A typical exam may include:

- A general physical exam
- Breast health screening
- Pelvic exam and Pap test (if applicable)
- Discussion of reproductive health and vaccinations

To schedule your appointment, please call our office at [Phone Number] or visit our online booking portal at [Website URL].

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

We look forward to seeing you soon and helping you maintain your health.

Sincerely,

[Doctor or Practice Name]

[Clinic Name]

[Contact Information]