

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Subject: Reminder: Your Routine Pap Smear is Due

Dear [Patient Name],

Our records indicate that you are due for your routine Pap smear and cervical screening. Regular screenings are essential for maintaining your health and for the early detection of any changes.

Please contact our office at your earliest convenience to schedule an appointment. You can reach us at [Phone Number] or book through our online portal at [Website/URL].

If you have already scheduled this appointment or have had this screening performed at another facility recently, please let us know so we can update your medical records.

We look forward to seeing you soon.

Sincerely,

[Provider Name/Clinic Name]

[Contact Information]