

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

**Subject: FINAL NOTICE - IMPORTANT HEALTH RECALL**

Dear [Patient Name],

Our records indicate that we have contacted you previously regarding your overdue Well-Woman examination and screening. To date, we have not received a response or an appointment confirmation.

Regular screenings, including [Pelvic Exams / Pap Smears / Mammograms], are vital for the early detection of health issues and preventative care. This is our final reminder to schedule your appointment to ensure your health records remain up to date.

**Please contact our office immediately at [Phone Number] to schedule your visit.**

If you have already had these screenings performed at another facility, or if you feel you have received this notice in error, please call us so we can update your medical file accordingly.

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

Sincerely,

[Doctor/Provider Name]

[Practice/Clinic Name]