

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Subject: Reminder - Your Annual Well-Woman Exam

Dear [Patient Name],

Our records indicate that it is time for your annual well-woman checkup. Regular preventive screenings are essential for maintaining your reproductive health and overall well-being.

This annual visit typically includes:

- A physical examination
- Breast health screening
- Pelvic exam and Pap smear (if applicable)
- Discussion of reproductive health and birth control
- Review of immunizations and lab work

Please contact our office at [Phone Number] or visit our online portal at [Website URL] to schedule your appointment. If you have already scheduled your exam or have seen another provider recently, please disregard this notice.

We look forward to seeing you soon.

Sincerely,

[Doctor/Provider Name]

[Practice/Clinic Name]

[Phone Number]