

[Clinic Name]
[Clinic Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Patient Name]
[Patient Address]
[City, State, Zip Code]

Subject: Important Reminder Regarding Your Mammogram Screening

Dear [Patient Name],

Our records indicate that you are now overdue for your routine screening mammogram. Your last mammogram was completed on [Date of Last Mammogram].

Regular mammograms are the most effective way to detect breast cancer early, often before any symptoms appear. We recommend that you schedule your screening as soon as possible to ensure your continued health and well-being.

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

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

Thank you for prioritizing your health.

Sincerely,

[Doctor/Provider Name]
[Clinic Name]