

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

[Date]

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

Subject: Reminder: Your Annual Preventive Mammogram is Due

Dear [Patient Name],

According to our records, it is time for your annual preventive routine mammogram screening. Regular mammograms are an essential part of your preventive healthcare, as early detection is the most effective tool in treating breast cancer.

We recommend that you schedule your appointment at your earliest convenience. Our facility offers the latest imaging technology to ensure you receive the highest quality of care.

To schedule your appointment:

- Call our scheduling department at: [Phone Number]
- Schedule online through your patient portal at: [URL]

Most insurance plans cover annual preventive mammograms at no out-of-pocket cost to the patient. However, we recommend confirming your specific coverage with your insurance provider prior to your visit.

If you have already scheduled this appointment or have had a mammogram at another facility within the last year, please let us know so we can update your medical records.

Thank you for choosing [Clinic/Hospital Name] for your healthcare needs.

Sincerely,

[Doctor Name or Department Name]
[Clinic/Hospital Name]