

[Date]

[Patient Full Name]

[Patient Address]

[City, State, Zip Code]

Subject: Reminder: Your Bi-Annual Routine Mammogram Screening

Dear [Patient Name],

Our records indicate that it has been two years since your last routine mammogram. As part of your ongoing wellness plan, it is time to schedule your bi-annual breast cancer screening.

Regular mammograms are the most effective way to detect breast changes early, often before they can be felt. Early detection is a vital step in proactive healthcare.

Appointment Details:

- **Facility:** [Facility Name]
- **Location:** [Facility Address]
- **Phone Number:** [Phone Number]

Please call our office at [Phone Number] or visit our online portal at [URL] to schedule your appointment at a time that is convenient for you.

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

We look forward to seeing you soon.

Sincerely,

[Doctor/Provider Name]

[Practice/Clinic Name]