

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Subject: Reminder for Your Routine Screening Mammogram

Dear [Patient Name],

Our records show that it is time for your routine screening mammogram. Regular mammograms are the most effective way to detect breast cancer early, often before any symptoms appear.

Dr. [Physician Name] recommends that you schedule your appointment at your earliest convenience to stay current with your preventive health screenings.

How to schedule:

- Call our scheduling department at: [Phone Number]
- Visit our online portal at: [Website URL]
- Reply to this letter via [Email/App]

If you have already completed a mammogram at a different facility within the last year, please let us know so we can update your medical records.

Thank you for making your health a priority.

Sincerely,

[Physician Name/Clinic Name]

[Phone Number]

[Clinic Address]