

[Doctor Name/Practice Name]
[Address Line 1]
[City, State, Zip Code]
[Phone Number]

[Date]

[Patient Name]
[Patient Address Line 1]
[City, State, Zip Code]

Subject: IMPORTANT: Your Overdue Colonoscopy Procedure

Dear [Patient Name],

Our records indicate that you are currently overdue for a screening or follow-up colonoscopy. This procedure was originally recommended for you on or around [Date/Year].

Regular colonoscopies are a vital part of preventative healthcare. This procedure allows your doctor to detect and remove polyps before they turn into cancer, or to identify colon cancer in its earliest, most treatable stages. Colon cancer often has no symptoms in the beginning, making timely screening essential.

We strongly encourage you to contact our office at [Phone Number] to schedule your appointment or to discuss any questions you may have. If you have already had this procedure performed elsewhere, please let us know so we can update your medical records.

Your health is our priority, and we look forward to hearing from you soon.

Sincerely,

[Doctor Name/Office Manager]
[Practice Name]