

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

Subject: Reminder: Your Ten-Year Routine Colonoscopy Screening

Dear [Patient Name],

Our records indicate that it has been approximately ten years since your last routine colonoscopy. According to standard preventive health guidelines, it is now time to schedule your next screening.

A colonoscopy is a vital procedure used to detect early signs of colorectal cancer and to identify and remove polyps before they become cancerous. Regular screening is the most effective way to prevent colorectal disease.

Please contact our office at [Phone Number] or visit our patient portal at [Website/Link] to schedule your appointment. If you have recently completed this screening at another facility, please let us know so we can update your medical records.

If you have any questions regarding the procedure or the preparation required, do not hesitate to reach out to our clinical staff.

Sincerely,

[Physician Name/Clinic Name]
[Department Name]
[Contact Information]