

FINAL NOTICE

Date: [Current Date]

Patient Name: [Patient Name]

Date of Birth: [Date of Birth]

Patient ID: [ID Number]

Dear [Patient Name],

Our records indicate that you are overdue for your follow-up colonoscopy screening. We have sent previous notifications regarding this matter, and this is our final attempt to contact you to schedule this procedure.

A colonoscopy is a vital preventative measure used to detect and prevent colorectal cancer. Regular screenings allow for the identification and removal of polyps before they become cancerous. According to your medical history, your screening was due on [Due Date].

Action Required:

Please contact our office at [Phone Number] within the next 14 days to schedule your appointment. If you have already had this procedure performed elsewhere, please let us know so we can update your medical records.

If we do not hear from you, we will assume you are choosing to decline this screening at this time, and no further reminders will be sent regarding this specific recall.

If you have any questions or wish to discuss this further with your physician, please call us at [Phone Number].

Sincerely,

[Doctor Name/Clinic Name]

[Department Name]

[Phone Number]