

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Subject: Important: Preventive Health Screening Reminder

Dear [Patient Name],

Our records indicate that it is time for you to schedule your routine preventive colonoscopy screening. According to your medical history, your next screening is due on or around [Date Due].

Colonoscopy is a vital preventive tool used to detect changes or abnormalities in the large intestine (colon) and rectum. Regular screening is one of the most effective ways to prevent colorectal cancer or find it early when treatment is most effective.

Please contact our office at [Phone Number] at your earliest convenience to schedule your appointment or to discuss any questions you may have. You may also schedule through our patient portal at [Website Link].

If you have already completed this screening elsewhere, please let us know so we can update your medical records.

We look forward to hearing from you and helping you maintain your health.

Sincerely,

[Doctor Name/Practice Name]

[Phone Number]

[Department Name]