[Clinic Name]
[Clinic Address]
[Phone Number]
[Date]

To: [Patient Name]
Address: [Patient Address]

Subject: Reminder - Annual Thyroid Screening Due

Dear [Patient Name],

Our records indicate that it is time for your routine thyroid screening. Regular monitoring of thyroid function is essential for managing your health and ensuring your current treatment plan remains effective.

We recommend that you schedule an appointment for a blood test at your earliest convenience. This screening typically measures your TSH (Thyroid Stimulating Hormone) levels to ensure they are within the target range.

Please call our office at [Phone Number] or use our online portal at [Website URL] to book your appointment. If you have already had this blood work completed at another facility recently, please let us know so we can update your medical records.

Thank you for making your health a priority.

Sincerely,

[Doctor Name/Clinic Manager]
[Clinic Name]