[Hospital or Clinic Name]
[Department Name]
[Address Line 1]
[City, State, Zip Code]
[Phone Number]

[Date]

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

Subject: Reminder: Your DEXA Bone Density Scan is Due

Dear [Patient Name],

Our records indicate that it is time for you to schedule your follow-up DEXA (Dual-Energy X-ray Absorptiometry) scan. This test is used to measure bone mineral density and is an important part of monitoring your bone health.

Regular screening allows your healthcare provider to monitor changes in your bone density and evaluate the effectiveness of any current treatments for osteoporosis or osteopenia.

To schedule your appointment:

- Please call our scheduling office at [Phone Number].
- Our office hours are [Hours of Operation].
- Please have your insurance information ready when you call.

Appointment Instructions:

- Do not take calcium supplements for 24 hours prior to your exam.
- Wear comfortable clothing without metal zippers, buttons, or hooks.
- The scan typically takes about 15 to 20 minutes.

If you have already scheduled this appointment or have recently had this scan performed at another facility, please disregard this notice.

Thank you for choosing [Hospital or Clinic Name] for your healthcare needs.

Sincerely,

[Sender Name/Department]
[Clinic Name]