

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

[Patient Name]
[Patient Address]

Subject: Follow-Up Reminder: Thyroid Ultrasound

Dear [Patient Name],

This letter is to remind you that it is time for your follow-up thyroid ultrasound. According to our records, your last scan was performed on [Date of Last Scan].

Periodic monitoring of thyroid nodules is an important part of your preventative healthcare. This follow-up imaging allows us to check for any changes in the size or appearance of the nodule(s) to ensure your treatment plan remains appropriate.

Please contact our office at [Phone Number] to schedule your appointment. If you have already scheduled this imaging or have had it performed at another facility, please let us know so we can update your medical records.

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

Sincerely,

[Provider Name/Signature]
[Provider Title]