

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

[Patient Name]
[Patient Address]

Subject: Follow-up Appointment for Thyroid Ultrasound

Dear [Patient Name],

According to our records, you are due for a follow-up ultrasound of your thyroid nodule(s). Regular monitoring is a standard part of your thyroid care to ensure there are no significant changes in the size or appearance of the nodules over time.

Please contact our office at [Phone Number] to schedule your imaging appointment. If you have already had this ultrasound performed at another facility recently, please let us know so we can request the results for your medical record.

If you have any questions regarding this follow-up, please do not hesitate to contact our nursing staff.

Sincerely,

[Physician Name]
Endocrinology Department
[Clinic Name]