

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Subject: Reminder: Your Annual Mammogram Screening

Dear [Patient Name],

Our records indicate that it is time to schedule your routine screening mammogram. Regular screenings are an essential part of your preventative healthcare, as early detection is the most effective way to protect your health.

Please contact our scheduling department at **[Phone Number]** to book your appointment. We offer flexible times, including [mention evening or weekend hours if applicable].

Clinic Location:

[Clinic Name]

[Clinic Address]

If you have already scheduled this exam or have recently had a mammogram at another facility, please let us know so we can update your medical records.

We look forward to seeing you soon and helping you maintain your health.

Sincerely,

[Doctor or Department Name]

[Clinic Name]