[Practice/Hospital Name]
[Department Name]
[Address]
[Phone Number]

[Date]

[Patient Name]
[Patient Address]

Subject: Reminder - Routine Colonoscopy Screening

Dear [Patient Name],

According to our records, you are now due for a routine colonoscopy screening. Regular screenings are an important part of maintaining your health and preventing colorectal cancer.

Please contact our office at [Phone Number] to schedule your appointment. When you call, we will provide you with specific instructions regarding the preparation required for the procedure.

If you have already scheduled this procedure or have had a colonoscopy performed elsewhere recently, please let us know so we can update your medical records.

Thank you for prioritizing your health.

Sincerely,

[Doctor Name/Department Head]
[Practice Name]