(FACILITY INFORMATION)

(DATE)

(ETC)

Dear Ms. XXX,

In these trying times, we hope this letter finds you and your loved ones healthy and safe. As a previous patient of the (FACILITY NAME), we thank you for trusting us to be a partner in your healthcare team.

We wanted to update you about the status of mammography screening at our facilities during COVID-19. We have resumed scheduling patients for time-sensitive exams such as mammograms. While screening mammography is an elective exam, delaying screening has risks. Even a pause in screening by a few months will result in a delay of cancer detection in some patients. It is important to remember that *early detection saves lives*.

Our records indicate that your previously scheduled annual mammogram was postponed. You and your doctor should weigh your risk from COVID-19 against your current health issues and your breast cancer risk to determine whether you should continue to postpone screening.

Once you decide to return for your mammogram please call us at (XXX-XXX-XXXX) to secure an appointment.

We want you to know that we are committed to your health and wellness. During COVID-19 our imaging practice may implement the following safety precautions: thermal temperature scanning, social distancing, masking, limited number of people in waiting rooms and/or other precautions as appropriate for your safety. If you have any questions or concerns about visiting one of our facilities, please feel free to contact me at the above number.

We look forward to seeing you for your mammogram soon.

Sincerely,

(TITLE/NAME OF FACILITY))