(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. Breast cancer, unfortunately, doesn’t stop — not even for a global pandemic. Mammography screening is an elective exam, but it is also time sensitive. Even a pause in screening by a few months will result in a delay of cancer detection in some patients. The American College of Radiology®, Society of Breast Imaging and other medical associations recommend that women begin getting a mammogram, every year, at age 40. *Early detection saves lives*.

Our records indicate that your annual mammography was due on or about (DATE). We have resumed scheduling patients for screening, and we ask you to discuss getting your next screening exam with your physician. Once you are comfortable coming in, please call us at (XXX-XXX-XXXX) to schedule your exam.

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 at this time, please feel free to contact me at the above number.

We look forward to seeing you again soon.

Sincerely,

(TITLE/FACILITY NAME)