(FACILITY INFORMATION)

(DATE)

(ETC)

Dear Ms. XX,

We hope you and your loved ones are healthy and safe. As a previous (FACILITY NAME) patient, we thank you for trusting us to be a partner in your healthcare team.

Our records indicate that your recommended annual screening mammogram may be overdue. Please discuss scheduling this important exam with your doctor soon. Your doctor can help you weigh the risks from COVID-19 against your overall health and breast cancer risk to determine when you should schedule your exam. Once you are comfortable coming in, we are happy to schedule your exam.

During COVID-19, your 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 entering one of our facilities, please feel free to contact me at the number below.

We look forward to seeing you again soon for your annual mammogram.

Sincerely,

(TITLE/FACILITY NAME)

(PHONE)