

[PRACTICE LOGO]

[DATE]

Dear [PATIENT FIRST NAME\_LAST NAME],

Our records show that you are due for the following health screenings and/or services:

**CLQI Measure**

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It's important that you schedule these screenings and/or services as soon as possible. If you have already completed these screenings/services, please contact our office to ensure we have all your updated health records.

Regular exams and screenings are important for follow up care and to identify risk factors or problems before they become serious. Office visits are also a chance to update your personal medical record. These records are important because they are readily available to affiliated hospitals in case of emergency. This helps ensure you receive the best level of care possible.

If you are due for an office visit, please contact my office at [PRACTICE PHONE #] at your earliest convenience to schedule your next visit. We look forward to your call.

Sincerely,

Dr. [FIRST NAME LAST NAME]