

[Practice letterhead]

[Practice Address]

[addressee address]

dd/mm/yyyy

Dear [addressee Name],

You may recall that you have recently received a letter to remind you that are due to attend for your first cervical screening test. To make this easier, an appointment for your cervical screening test has now been made with the Practice Nurse at:

[TIME] on [DATE].

If you wish to rearrange for a more convenient time, please contact the practice on [GP reception number].

For more information on cervical screening please contact the practice or visit www.cancerscreening.nhs.uk/cervical

Yours sincerely,

[practice staff name]