

Example letter 1

Thank you to NHS Greater Glasgow and Clyde, Glasgow City Health and Social Care Partnership and Cancer Research UK (CRUK) who developed the following example letter as part of the CRUK cervical cytology toolkit.

You could use this letter as a reminder for people who are overdue a smear and include your own practice information so that they can contact you if they would like further information.

If you would like to use this letter you can copy and paste the text or type the text into your own document.

You can mail merge for everyone you wish to target at a time but still handwrite the name to personalise the letter.

Dear [first name **handwritten** to personalise it]

We are writing to remind you that your cervical screening test (smear test) is overdue.

Cervical screening is the best way to prevent cervical cancer from developing.

Cervical screening saves lives. The test only takes five minutes and is the best way to reduce your risk of cervical cancer. For these reasons, we encourage you to consider booking an appointment to come in for the test.

It's your choice whether you take part in cervical screening, so you should read the information leaflet you were sent with your screening invitation to help you decide.

If you have access to the internet, further information about the test can be found here:

www.nhsinform.scot/cervicalscreening

You can also contact us if you would like to talk about the test or for more information.

Yours sincerely,

[Practice or doctor's name]