

# Example letter 2

Thank you to NHS Lanarkshire Public Health and Health Promotion department who developed the following example letter.

You could use this letter as a reminder for people who are overdue a smear or who have never attended an appointment. 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 [Patient's first name **handwritten** to personalise it]

Having a regular cervical screening (also known as smear) test is the best way to protect yourself against cervical cancer (cancer of the neck of the womb).

We see that you have not had a recent cervical screening test.

Every person with a cervix who has **ever** been sexually active can get cervical cancer.

It's very important that you have a cervical screening test regularly. **It's the best way to protect yourself from cervical cancer.**

Please call your GP practice on [insert your practice's own number] to make an appointment with the nurse at a time to suit you.

If you want more information or if you have any concerns, the doctor or practice nurse is here to help.

Please call [insert your practice's own number] to discuss it further.

You can also visit [www.nhsinform.scot/cervicalscreening](https://www.nhsinform.scot/cervicalscreening)

Or call the **NHS inform helpline** free on **0800 22 44 88**

Yours sincerely,

[Practice or doctor's name]