(FACILITY INFORMATION)

(DATE)

(ETC)

Dear Ms. XXX,

In these trying times, we hope this letter finds you and your loved ones healthy and safe. As a previous participant in the (FACILITY NAME) Lung Cancer Screening Program, we thank you for trusting us to be a partner on your healthcare team.

We wanted to update you about the status of lung cancer screening at our facilities during COVID-19. Lung cancer remains the leading cause of cancer death for both men and women. Lung cancer screening is an elective exam, but delaying screening has risks. *Early detection saves lives*.

Our records indicate that your previously scheduled annual lung cancer screen was postponed. Your risk from COVID-19 should be weighed against your current health issues and your lung cancer risk to determine how much longer you should postpone screening.   A brief discussion with your doctor may help you decide when to return to lung cancer screening.

We have resumed scheduling patients for time-sensitive exams like lung cancer screening. When you are ready to return for this important health screening, please call us at (XXX-XXX-XXXX) to obtain an appointment.

We want you to know that we are committed to your health and wellness.  During COVID-19 your imaging practice may implement the following safety precautions:  thermal temperature scanning, practicing social distancing, masking, no extra people in waiting rooms, and/or other precautions as appropriate for your safety.  If you have any questions or concerns about visiting one of our facilities, please feel free to contact me at the above number.

We look forward to seeing you for lung cancer screening.

Sincerely,

(TITLE/PROGRAM)