

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the annual health screening services offered by your organization. As a proactive measure to maintain my health, I am interested in understanding the details regarding the screening process, including available tests, scheduling, and any associated costs.

Could you also provide information on the qualifications of the healthcare professionals conducting the screenings and if there are any specific preparations required beforehand?

Thank you for your assistance. I look forward to your prompt reply.

Sincerely,

[Your Name]

[Your Contact Information]