

Health Screening Notification

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that our annual health screening will be conducted on [insert date of the screening] at [insert location]. This is a great opportunity for you to monitor your health and receive valuable information about your well-being.

Please find the details of the screening below:

- Date: [Insert Date]
- Time: [Insert Time]
- Location: [Insert Location]
- Services Included: [Insert List of Services]

We encourage all employees to participate and take advantage of this important health screening. If you have any questions or need to reschedule, please contact [insert contact information].

Thank you for your attention, and we look forward to seeing you at the screening.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]