

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to explain the process and considerations related to the placement of an intrauterine device (IUD), a common form of long-term contraception.

The IUD is a small, T-shaped device that is inserted into the uterus by a qualified healthcare provider. The procedure is typically quick, lasting about 10 to 20 minutes, and can be done in a doctor's office during a routine visit. Prior to insertion, we will discuss your medical history and any concerns to ensure that an IUD is a suitable option for you. During the procedure, you may experience some cramping or discomfort, which is often temporary. After insertion, it is normal to have some spotting or irregular bleeding for a few months as your body adjusts to the device.

Once placed, the IUD can provide effective contraception for several years, depending on the type chosen. IUDs can also be removed at any time if you decide you want to conceive or switch to another method of contraception.

Please feel free to reach out if you have any questions or would like to discuss this further. Your health and comfort are our priority.

Best regards,

[Your Name]  
[Your Title/Position]  
[Your Organization]