

[Your Name]  
[Your Title]  
[Your Clinic/Hospital Name]  
[Address]  
[City, State, Zip Code]  
[Email]  
[Phone Number]  
[Date]  
[Patient's Name]  
[Patient's Address]  
[City, State, Zip Code]

Dear [Patient's Name],

I hope this letter finds you well. I am writing to provide you with information about the Intrauterine Device (IUD) procedure that we will be discussing during your next appointment.

The IUD is a small, T-shaped device inserted into your uterus to prevent pregnancy. There are two types of IUDs: hormonal and copper, each with its own benefits and usage duration. The insertion process typically takes just a few minutes and can be performed in our office.

During the procedure, you may experience some discomfort similar to menstrual cramps, but we will ensure you are as comfortable as possible. It's advisable to take over-the-counter pain relief before your appointment. After the insertion, you may have some spotting or mild cramping for a few days.

Please feel free to reach out with any questions or concerns you might have before your appointment. We want to ensure you feel confident and informed about your choice in contraceptive methods.

Looking forward to seeing you soon.

Best regards,

[Your Name]  
[Your Title]  
[Your Clinic/Hospital Name]  
[Phone Number]