

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

Kaiser Permanente
[Office/Department Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name or "Kaiser Permanente Team"],

Subject: Preventive Care Services Inquiry

I hope this message finds you well. I am writing to inquire about the preventive care services offered by Kaiser Permanente. As a member, I understand the importance of regular check-ups and screenings in maintaining optimum health.

Specifically, I would like to know more about [mention any specific services of interest, e.g., screenings, vaccinations, wellness exams]. Additionally, I would appreciate details on how often these services are recommended, and how to schedule an appointment.

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

Sincerely,

[Your Name]
[Membership ID (if applicable)]
[Contact Information]