

[Date]

Dear [*Employee, Staff, and Faculty Member*]:

In our continued commitment to the health and well-being of our employees, [*Company Name*] is proud to join the American Cancer Society in promoting the importance of getting recommend cancer screening tests, reducing your risk of cancer, and finding cancer in its early stages.

Making a New Year's resolution? Quitting smoking, exercising, losing weight, and eating better? How about adding "reduce cancer risk" to the list? It will fit in nicely because doing all of these things can help you stay well and reduce your risk of cancer.

At least half of all new cancers can be prevented or detected at its earliest, most treatable stage by screening. It's a fact that cancer prevention and early detection can help people stay well and help save lives.

- You can actually prevent cervical and colorectal cancers by finding pre-cancerous growths that can be removed before they become dangerous.
- Screening can find several types of cancer earlier, when treatments are more likely to be successful. Early detection could help increase the survival rates for cancers of the breast, colon, prostate, cervix, skin, and mouth.
- Cancers related to smoking and heavy use of alcohol could be completely avoided.
- Many of the new skin cancer cases could be prevented if people protected themselves from the sun.
- Maintaining a healthy weight, eating a healthy diet, and getting plenty of exercise can reduce your risk of developing certain cancers.

Not sure which cancer screenings are right for you? Depending on your age, sex, and cancer risk, your screening recommendations will vary. For more information on how the American Cancer Society can help you, your family, and co-workers stay well, call 1-800-227-2345, or visit [cancer.org/healthcheck](https://www.cancer.org/healthcheck) to learn which tests are right for you.

Sincerely,

[Name]

[Title]