

Date

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

[*Company Name*] is proud to join with the American Cancer Society to promote the importance of early breast cancer detection. Through our communication initiatives, we will be providing you with updates on the latest information about breast health and screening guidelines. For example, according to the American Cancer Society:

- Yearly mammograms are recommended starting at age 40 and continuing for as long as a woman is in good health. Sign up for a free email reminder at www.cancer.org/MammogramReminder.
- A breast exam should be part of a periodic health exam, about every three years for women in their 20s and 30s and every year for women age 40 and older.
- Women should know how their breasts normally look and feel and report any breast change promptly to their health care providers. Breast self-exam is an option for women starting in their 20s.
- Some women – because of their family history, a genetic tendency, or certain other factors – should be screened with MRI in addition to mammograms. (The number of women who fall into this category is small – less than 2 percent of all the women in the United States.) Women should talk with their doctor about their history and whether they should have additional tests at an earlier age.

Although risks for breast cancer include factors that cannot be changed (such as family history), there are some actions that may reduce a woman's risk of getting breast cancer. Maintaining a healthy weight throughout life, adopting a physically active lifestyle, consuming a healthy diet (with an emphasis on plant sources), and limiting alcohol consumption may reduce breast cancer risk.

Call 1-800-227-2345 or visit www.cancer.org/breastcancer to learn more about breast cancer risk factors, early detection, and treatment.

Sincerely,

[*Name*]

[*Title*]