

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

[Recipient's Name]
[BNP Lab]
[Lab Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Appointment Confirmation

I am writing to confirm my appointment at BNP Lab scheduled for [Date] at [Time].

Please find the details of my appointment below:

- Name: [Your Full Name]
- Appointment Date: [Date]
- Appointment Time: [Time]
- Purpose of Visit: [Reason for Appointment]
- Contact Number: [Your Phone Number]

If you have any questions or need to reschedule, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you, and I look forward to my appointment.

Sincerely,

[Your Name]