

[Your Clinic/Practice Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[Date]
[Patient's Name]
[Patient's Address]
[City, State, Zip Code]
Dear [Patient's Name],
We hope this message finds you well! This is a friendly reminder of your upcoming appointment with us.
Appointment Details:
Date: [Date of Appointment]
Time: [Time of Appointment]
Location: [Clinic/Practice Address]
Provider: [Provider's Name]
Please arrive 10-15 minutes early to complete any necessary paperwork. If you need to reschedule or have any questions, do not hesitate to contact us at [Phone Number] or [Email Address].
Thank you for choosing [Your Clinic/Practice Name]! We look forward to seeing you soon.
Best regards,
[Your Name]
[Your Title]
[Your Clinic/Practice Name]