

[Your Name]
[Your Position]
[Your Organization]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Patient's Name]
[Patient's Address Line 1]
[Patient's Address Line 2]
[City, State, Zip Code]

Dear [Patient's Name],

Subject: Appointment Confirmation for Specialist Consultation

We are pleased to confirm your appointment for a consultation with our specialist. Please find the details below:

****Appointment Details:****

- ****Date:**** [Appointment Date]
- ****Time:**** [Appointment Time]
- ****Location:**** [Clinic/Hospital Name and Address]
- ****Specialist:**** [Specialist's Name]
- ****Specialty:**** [Specialty Area]

Please arrive at least [15/30] minutes prior to your scheduled time to complete any necessary paperwork. If you need to reschedule or have any questions, feel free to contact us at [Phone Number] or [Email Address].

We look forward to seeing you soon.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Position]