

[Your Clinic/Practice Name]
[Your Clinic/Practice Address]
[City, State, ZIP Code]
[Phone Number]
[Email Address]
[Date]

[Patient's Name]
[Patient's Address]
[City, State, ZIP Code]

Dear [Patient's Name],

Subject: Follow-Up on Your Recent Consultation

I hope this letter finds you well. This letter is to follow up regarding your recent visit on [Date of Visit] for [Reason for Visit/Condition].

During your appointment, we discussed the following:

- [Key point 1]
- [Key point 2]
- [Key point 3]

As we discussed, your treatment plan includes:

- [Treatment/Medication 1]
- [Treatment/Medication 2]
- [Further tests or referrals, if applicable]

Please ensure you adhere to the prescribed treatment and schedule any necessary follow-up appointments. Your next appointment is set for [Date of Next Appointment] at [Time].

If you have any questions or concerns, please do not hesitate to contact our office at [Phone Number] or [Email Address].

Thank you for your attention, and we look forward to seeing you soon.

Sincerely,

[Your Name]
[Your Title]
[Your Clinic/Practice Name]