

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. This is a friendly reminder about your upcoming appointment scheduled for [date] at [time]. The meeting will take place at [location/virtual meeting link].

Please let us know if you have any questions or if you need to reschedule. We look forward to seeing you soon!

Best regards,

[Your Name]
[Your Position]
[Company/Organization Name]