

[Your Practice Name]
[Your 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],

This is a friendly reminder of your upcoming appointment at [Your Practice Name].

****Appointment Details:****

- ****Date:**** [Appointment Date]
- ****Time:**** [Appointment Time]
- ****Location:**** [Appointment Location]
- ****Doctor:**** [Doctor's Name]

Please arrive approximately [10-15] minutes early to complete any necessary paperwork. If you have any questions or need to reschedule, feel free to contact us at [Phone Number].

We look forward to seeing you soon!

Best regards,

[Your Name]

[Your Position]

[Your Practice Name]