

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Doctor's Name]  
[Doctor's Office/Clinic Name]  
[Office Address]  
[City, State, Zip Code]

Dear [Doctor's Name or "Receptionist"],  
I hope this message finds you well. I am writing to follow up on my recent appointment on [Date of Appointment] regarding [briefly state the purpose of the appointment or the concerns discussed].

I would like to confirm if there have been any updates or further steps that I should be aware of. Additionally, if there are any upcoming appointment times available for follow-up, please let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]