

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Doctor's Name]
[Practice Name]
[Practice Address]
[City, State, ZIP Code]

Dear [Doctor's Name or Receptionist's Name],
I hope this message finds you well. I am writing to verify my upcoming appointment scheduled for [date] at [time]. Please confirm that this appointment is still on the calendar.

If there are any changes or additional information I need to know prior to the appointment, please let me know.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Patient ID (if applicable)]