

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

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

Dear [Patient's Name],

We hope this message finds you well.

We are writing to inform you that you have been scheduled for an electrocardiogram (EKG) test, which is a simple and painless procedure used to measure the electrical activity of your heart.

****Test Details:****

- ****Date:**** [Scheduled Date]
- ****Time:**** [Scheduled Time]
- ****Location:**** [Testing Location Address]

Please arrive at least [15/30] minutes early to allow for check-in and any necessary preparations. We recommend that you wear comfortable clothing and avoid heavy meals or stimulants (like caffeine) prior to the test.

If you have any questions or if you are unable to attend at the scheduled time, please contact our office at [Phone Number] at your earliest convenience.

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

Sincerely,

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