

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

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

This is a friendly reminder that you have an upcoming EKG test scheduled on [Date] at [Time]. The test will be conducted at [Location].

Please arrive at least [15/30] minutes early to complete any necessary paperwork and ensure a smooth process. If you have any questions or if you need to reschedule, don't hesitate to contact us at [Phone Number] or [Email Address].

Thank you, and we look forward to seeing you soon!

Sincerely,

[Your Name]  
[Your Position]  
[Your Company or Organization]