

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

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

Dear [Recipient's Name],

Subject: EKG Appointment Details

We are writing to confirm your upcoming EKG appointment. Below are the details of your appointment:

****Date:**** [Appointment Date]

****Time:**** [Appointment Time]

****Location:**** [Facility Name]

[Facility Address]

[City, State, Zip Code]

Please arrive at least 15 minutes prior to your scheduled time. Remember to bring any necessary documents and your insurance information.

If you have any questions or need to reschedule, please contact us at [Phone Number] or [Email Address].

Thank you, and we look forward to seeing you.

Sincerely,

[Your Name]

[Your Position]

[Facility Name]

[Contact Information]