

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

Dear [Patient Name],

We are writing to remind you of your upcoming EKG appointment scheduled for:

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

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

****Location:**** [Facility/Clinic Name, Address]

Please arrive at least [15 minutes] early to complete any necessary paperwork. If you have any questions or need to reschedule, feel free to contact us at [Phone Number] or [Email Address].

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

Sincerely,

[Your Name]

[Your Title]

[Your Organization]