

[Your Clinic Name]
[Your Clinic Address]
[City, State, Zip Code]
[Phone Number]
[Date]
[Patient's Name]
[Patient's Address]
[City, State, Zip Code]
Dear [Patient's Name],
We are writing to remind you of your upcoming EKG appointment.
Appointment Details:
Date: [Appointment Date]
Time: [Appointment Time]
Location: [Appointment Location]
Please arrive at least [Number] minutes early to allow time for check-in.
If you have any questions or need to reschedule, feel free to contact us
at [Phone Number].
Thank you, and we look forward to seeing you soon!
Sincerely,
[Your Name]
[Your Title]
[Your Clinic Name]