

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 scheduled for [Date] at [Time]. The appointment will take place at [Location/Clinic Name].

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

Sincerely,

[Your Name]
[Your Title/Position]
[Clinic/Practice Name]
[Contact Information]