

[Your Clinic Name]  
[Your Clinic Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]  
[Date]  
[Patient's Name]  
[Patient's Address]  
[City, State, Zip Code]

Dear [Patient's Name],

We hope this message finds you well. This is a friendly reminder that you are due for your EKG appointment on [Date of Appointment] at [Time of Appointment].

Your EKG is an important part of your ongoing health monitoring, and we want to ensure that you receive the best care possible. Please arrive at least [15/30] minutes early to complete any necessary paperwork.

If you have any questions or need to reschedule, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for your attention, and we look forward to seeing you soon!

Best regards,

[Your Name]  
[Your Position]  
[Your Clinic Name]