

[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],
This is a friendly reminder of your upcoming eye care appointment.
Appointment Details:
Date: [Appointment Date]
Time: [Appointment Time]
Location: [Clinic/Practice Name]
Address: [Clinic Address]
Please arrive 15 minutes early to complete any necessary paperwork. If
you have questions or need to reschedule, feel free to contact our office
at [Office Phone Number].
We look forward to seeing you!
Best regards,
[Your Name]
[Your Title]
[Clinic/Practice Name]