

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification for Eye Examination

We are writing to remind you of your upcoming eye examination scheduled for [date] at [time]. The appointment will take place at [location/clinic name].

During this examination, our optometrist will assess your vision and eye health. It is important to arrive a few minutes early to complete any necessary paperwork.

Please ensure to bring along your current glasses or contact lenses, if applicable. If you have any questions or cannot attend the appointment, kindly contact us at [phone number] or [email address].

Thank you for prioritizing your eye health. We look forward to seeing you soon!

Sincerely,

[Your Name]  
[Your Title/Position]  
[Organization/Clinic Name]