

[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],

I am writing to inform you that your eye examination has been scheduled for [Date] at [Time]. The appointment will take place at [Location/Clinic Name].

Please arrive at least [15/30] 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, and we look forward to seeing you soon!

Sincerely,

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