

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

Dear [Patient Name],

We hope this letter finds you in good health. At [Your FQHC Name], we are committed to providing you with comprehensive, quality care that meets your individual health needs.

This letter serves to remind you of your upcoming appointment scheduled for [Date] at [Time]. We will be meeting with [Provider's Name] at our [Location/Facility Name]. Please arrive at least [X] minutes early to complete any necessary paperwork.

Should you have any questions or need to reschedule, please do not hesitate to contact our office at [Phone Number].

Thank you for choosing [Your FQHC Name] for your health care needs. We look forward to seeing you soon.

Sincerely,
[Your Name]
[Your Title]
[Your FQHC Name]