

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

Dear [Doctor's Name or "Office Staff"],

I hope this message finds you well. I am writing to remind you of my upcoming appointment scheduled for [Date] at [Time].

Please let me know if there are any forms or preparations needed prior to my visit. I appreciate your attention to this matter and look forward to my appointment.

Thank you!

Sincerely,
[Your Name]