

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to confirm the details of my upcoming IVF transfer scheduled for [insert date].

As discussed in our previous appointments, I have completed the necessary preparations and am ready for the next steps in the process. Please confirm the time I should arrive at the clinic and any specific instructions I need to follow on that day.

Additionally, if there are any forms or documents I need to bring along, please let me know at your earliest convenience.

Thank you for your support and guidance throughout this journey. I look forward to your prompt reply.

Warm regards,

[Your Name]