

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

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to inform you that I am scheduled for an IVF transfer on [Date] at [Time]. Please let me know if there are any specific preparations or requirements needed ahead of the procedure.

Thank you for your support and assistance throughout this process. I look forward to seeing you soon.

Best regards,

[Your Name]