

[Your Name]  
[Your Title/Position]  
[Your Organization/Practice Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Patient's Name]  
[Patient's Address]  
[City, State, Zip Code]

Dear [Patient's Name],

We hope this message finds you well. This is a friendly reminder regarding your upcoming follow-up appointment with us. Here are the details of your appointment:

**\*\*Date:\*\*** [Appointment Date]

**\*\*Time:\*\*** [Appointment Time]

**\*\*Location:\*\*** [Office/Clinic Name and Address]

**\*\*Provider:\*\*** [Provider's Name]

Please ensure you arrive at least [15/30] minutes early to allow time for check-in. If you need to reschedule or have any questions, feel free to contact us at [Phone Number] or [Email Address].

Thank you, and we look forward to seeing you soon!

Best regards,

[Your Name]  
[Your Title/Position]  
[Your Organization/Practice Name]