

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title/Position]  
[Facility Name]  
[Facility Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to confirm my upcoming appointment scheduled in the MHS Genesis system. Please find the details below:

- \*\*Appointment Date:\*\* [Insert Date]
- \*\*Appointment Time:\*\* [Insert Time]
- \*\*Location:\*\* [Insert Facility Name/Address]
- \*\*Department:\*\* [Insert Department/Service]
- \*\*Provider Name:\*\* [Insert Provider Name]

If there are any changes or additional information required prior to my appointment, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance. I look forward to my appointment.

Sincerely,

[Your Name]  
[Your Rank/Status if applicable]