

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inform you about an upcoming appointment for occupational therapy scheduled for [date] at [time]. The session will be held at [location/facility name].

Please arrive at least [15 minutes] early to complete any necessary paperwork. If you have any questions or need to reschedule, do not hesitate to contact us at [phone number or email].

Thank you for your attention to this matter, and we look forward to seeing you soon.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization, if applicable]  
[Contact Information]