

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

Dear [Recipient's Name],

We hope this message finds you well. This letter is to inform you of your upcoming occupational therapy appointment.

**\*\*Appointment Details:\*\***

- **\*\*Date:\*\*** [Appointment Date]
- **\*\*Time:\*\*** [Appointment Time]
- **\*\*Location:\*\*** [Appointment Location]

Please arrive 15 minutes early to complete necessary paperwork. If you have any questions or need to reschedule, do not hesitate to contact us at [Phone Number] or [Email Address].

We look forward to seeing you soon.

Sincerely,

[Your Name]  
[Your Title/Position]