

[Your Organization's Letterhead]

[Date]

[Patient's Name]

[Patient's Address]

[City, State, Zip Code]

Dear [Patient's Name],

This is a friendly reminder for your upcoming occupational therapy appointment.

****Appointment Details:****

- ****Date:**** [Date of Appointment]

- ****Time:**** [Time of Appointment]

- ****Location:**** [Facility/Clinic Name]

[Address of Facility]

Please arrive at least [mention early arrival time, e.g., 15 minutes]

before your scheduled time. If you need to reschedule or have any questions, feel free to contact us at [Phone Number] or [Email Address].

We look forward to seeing you soon!

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]