

[Your 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],  
This is a friendly reminder for your upcoming physical therapy  
appointment scheduled for:  
\*\*Date:\*\* [Appointment Date]  
\*\*Time:\*\* [Appointment Time]  
\*\*Location:\*\* [Clinic/Facility Name and Address]  
Please arrive at least 10 minutes early to complete any necessary  
paperwork. If you need to reschedule or have any questions, feel free to  
contact us at [Clinic Phone Number].  
We look forward to seeing you!  
Best regards,  
[Your Name]  
[Your Position]  
[Clinic/Facility Name]  
[Clinic Phone Number]  
[Clinic Email Address]