

[Your Name]
[Your Title]
[Department]
QLD Health
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Patient's Name]
[Patient's Address]
[City, State, Zip Code]

Dear [Patient's Name],

Subject: Appointment Confirmation/Information

We hope this letter finds you well. We are writing to confirm your upcoming appointment scheduled for [Date] at [Time]. Your appointment will take place at [Location/Department].

If you have any questions or need to reschedule, please contact us at [Phone Number] or [Email Address].

Thank you for choosing QLD Health for your healthcare needs.

Sincerely,
[Your Name]
[Your Title]
QLD Health