

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

Dear [Recipient's Name],

Subject: Ultrasound Appointment Confirmation

I hope this letter finds you well. I am writing to confirm my upcoming ultrasound appointment scheduled for [date and time] at [location of the ultrasound].

Please let me know if there are any specific preparations I should make prior to the appointment or if I need to bring any documents.

Thank you for your assistance. I look forward to your confirmation.

Sincerely,  
[Your Name]