

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Clinic/Hospital Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm my appointment for an ultrasound with the technician scheduled for [Date] at [Time].

I appreciate your assistance in scheduling this appointment and am looking forward to my visit. Please let me know if there are any forms or procedures I need to complete prior to my appointment.

Thank you for your attention to this matter.

Sincerely,

[Your Name]