

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Clinic/Hospital Name]  
[Clinic/Hospital Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request details regarding my upcoming ultrasound technician appointment scheduled for [Date of Appointment].

Could you please provide the following information?

1. The exact time of my appointment
2. Any specific instructions I need to follow before the ultrasound
3. The location where the appointment will take place
4. Any paperwork I should bring with me

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]