

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

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Appointment Notification for Ultrasound Technician

We are writing to inform you that your appointment for an ultrasound examination has been scheduled.

**\*\*Appointment Details:\*\***

- **\*\*Date:\*\*** [Appointment Date]
- **\*\*Time:\*\*** [Appointment Time]
- **\*\*Location:\*\*** [Facility Name and Address]
- **\*\*Duration:\*\*** Approximately [Duration of Appointment]

Please arrive at least [Number of Minutes] minutes prior to your scheduled appointment. If you have any questions or need to reschedule, feel free to contact us at [Phone Number] or [Email Address].

Thank you for choosing [Healthcare Facility Name]. We look forward to seeing you.

Sincerely,

[Your Name]  
[Your Title]  
[Healthcare Facility Name]  
[Contact Information]