

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

Dear [Patient Name],

We hope this letter finds you well. This is to inform you that your upcoming ultrasound imaging appointment has been scheduled.

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

- **\*\*Date:\*\*** [Appointment Date]
- **\*\*Time:\*\*** [Appointment Time]
- **\*\*Location:\*\*** [Location of the Ultrasound]

Please arrive at least [15/30] minutes prior to your scheduled appointment time to complete any necessary paperwork. If you have any specific instructions regarding preparation for your ultrasound, we will communicate those in advance.

Should you need to reschedule or if you have any questions, please do not hesitate to contact our office at [Phone Number].

Thank you for choosing [Your Clinic/Facility Name]. We look forward to seeing you soon.

Sincerely,

[Your Name]

[Your Title]

[Your Clinic/Facility Name]