

[Your Healthcare Facility Name]

[Your Facility Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Patient's Name]

[Patient's Address]

[City, State, Zip Code]

Dear [Patient's Name],

Subject: Urgent Appointment Notification

We hope this message finds you well.

We are writing to inform you that your health is of utmost importance to us, and we would like to schedule an urgent appointment to discuss your recent health concerns.

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

- **\*\*Date:\*\*** [Proposed Date]

- **\*\*Time:\*\*** [Proposed Time]

- **\*\*Location:\*\*** [Facility Location]

Please confirm your availability for the scheduled time or suggest an alternative if necessary. It is essential that we address your health needs promptly.

Feel free to reach out to us at [Phone Number] or [Email Address] if you require any further information or assistance.

Thank you for your attention to this matter. We look forward to seeing you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Healthcare Facility Name]