

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

[Patient's Name]
[Patient's Address]
[City, State, Zip Code]

Dear [Patient's Name],

This is a reminder of your upcoming knee replacement appointment scheduled for [Date] at [Time]. The procedure will take place at [Facility/Location Name].

Please arrive at least [X minutes] early to complete any necessary paperwork. If you have any questions or need to reschedule, don't hesitate to contact us at [Office Phone Number].

We look forward to seeing you soon.

Sincerely,

[Your Name]
[Your Title/Position]
[Facility/Organization Name]