

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about your upcoming oxygen therapy appointment. Please find the details below:

**\*\*Appointment Date:\*\*** [Date]

**\*\*Time:\*\*** [Time]

**\*\*Location:\*\*** [Clinic/Hospital Name, Address]

**\*\*Purpose:\*\*** [Brief description of the therapy session]

Please arrive [mention any instructions regarding arrival time, if applicable] and bring [mention any required documents or items]. If you have any questions or need to reschedule, do not hesitate to contact us at [contact number or email].

Thank you, and we look forward to seeing you soon.

Best regards,

[Your Name]  
[Your Position]  
[Your Organization]  
[Contact Information]