

[Your Company Logo]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[Website URL]
[Date]

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

Dear [Recipient's Name],

Subject: VQ Scan Appointment Notification

We are writing to inform you of your upcoming VQ scan scheduled on [Date] at [Time]. Please arrive at least [X minutes] early to complete any necessary paperwork.

Location:

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

Preparation Instructions:

- [Instruction 1]
- [Instruction 2]
- [Instruction 3]

If you have any questions or need to reschedule, please contact us at [Phone Number] or [Email Address].

Thank you for your attention, and we look forward to seeing you.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Optional: Additional Contact Information or Notes]