

[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],

This is a reminder for your upcoming VQ scan appointment scheduled for:

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

****Time:**** [Appointment Time]

****Location:**** [Facility Name]

[Facility Address]

Please arrive 15 minutes early to complete any necessary paperwork. If you have any questions or need to reschedule, feel free to contact us at

[Contact Number].

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

Sincerely,

[Your Name]

[Your Title]

[Your Organization]