

## Appointment Reminder Letter

Dear [Patient Name],

This is a friendly reminder that your upcoming appointment with [Doctor Name] is scheduled for [Date and Time] at [Location]. Please arrive 15 minutes early to complete any necessary paperwork.

If you need to reschedule or cancel your appointment, please notify us at least 24 hours in advance to avoid any cancellation fees.

We look forward to seeing you soon and addressing any concerns you may have.

Best regards,

[Your Clinic Name]