

Medical Appointment Reminder Letter

Subject: Upcoming Medical Appointment at [Clinic/Hospital Name]

Dear [Patient's Name],

This letter serves as a reminder for your upcoming medical appointment with Dr. [Doctor's Name] on [Date] at [Time]. Please arrive at least [Number] minutes early to complete the check-in process at [Location/Department].

Remember to bring your ID, insurance card, and any medical documents relevant to your visit. If you need to cancel or reschedule, please contact us at [Phone Number] no later than [Deadline].

Thank you for choosing [Clinic/Hospital Name]. We look forward to serving you.

Sincerely,

[Receptionist/Administrator's Name]

[Clinic/Hospital Name]

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