

Dental Appointment Reminder Letter

Subject: Reminder – Dental Appointment on [Date]

Dear [Patient's Name],

We would like to remind you of your upcoming dental appointment with Dr. [Dentist's Name] on [Date] at [Time]. Please arrive at [Clinic Address] 10 minutes early to complete the necessary paperwork.

If you are unable to attend, kindly notify us 24 hours before your scheduled time to avoid cancellation fees. Thank you for maintaining your dental health with us.

Yours sincerely,

[Receptionist's Name]

[Dental Clinic Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/appointment-reminder-letter>