

Professional Medical Reminder

Subject: Upcoming Appointment Reminder

Dear [Patient's Name],

This is a friendly reminder that you have an appointment scheduled with [Doctor's Name] at [Clinic Name].

Appointment Details:

Date: [Date]

Time: [Time]

Location: [Address]

Please arrive 10 minutes early. If you are unable to attend, kindly call us at [Phone Number] to reschedule.

Best regards,

[Your Name]

[Clinic Name]

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