

Hospital Appointment Letter

Dear [Patient Name],

We are pleased to inform you that your hospital appointment has been scheduled on [Date] at [Time] in the [Department/Room Number]. This appointment has been made to assess and treat your medical condition as requested by your referring doctor.

Please arrive at the hospital at least 15 minutes before your scheduled appointment time to allow for check-in and any necessary paperwork. It is important that you bring all relevant medical documents such as test results, medication lists, and any other relevant information that may assist our medical team in providing the best possible care for you.

If you are unable to attend your appointment for any reason, please inform us as soon as possible so that we can reschedule your appointment to a more suitable time.

If you have any questions or concerns regarding your appointment, please do not hesitate to contact us at [Hospital Contact Information].

We look forward to seeing you soon and providing you with the best possible care.

Sincerely,

[Name of Hospital Representative]

[Title of Hospital Representative]