

Formal Hospital Appointment Letter

Subject: Confirmation of Your Hospital Appointment

Dear [Patient's Name],

This letter is to confirm your hospital appointment at [Hospital Name]. You are scheduled to see [Doctor's Full Name] in the [Department/Clinic Name] on [Date] at [Time]. Please arrive 15 minutes earlier to complete the registration process.

Kindly bring your identification documents, insurance details, and any medical reports or test results relevant to your visit. If you are taking regular medication, please make sure to bring a list of them along with you.

If for any reason you are unable to attend, please inform us at least 24 hours in advance so we can reschedule your appointment.

We look forward to assisting you.

Sincerely,

[Sender's Name]

[Title/Department]

[Hospital Name]

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