

Medical Appointment Letter Sample

Dear [Patient Name],

I am writing to confirm your upcoming medical appointment on [Date] at [Time] with [Doctor Name] at [Clinic/Hospital Name]. We are pleased that you have chosen us for your healthcare needs and are committed to providing you with the best possible care.

Please arrive 15 minutes prior to your scheduled appointment time to complete any necessary paperwork and to ensure that your appointment can begin on time. During your appointment, Dr. [Doctor Name] will review your medical history, perform a physical examination, and discuss any concerns or questions you may have.

If you need to reschedule or cancel your appointment, please notify us at least 24 hours in advance so that we may accommodate other patients who need medical attention. Failure to provide advance notice may result in a missed appointment fee.

Please bring the following items with you to your appointment:

- Your insurance card and a form of identification
- A list of current medications, including any over-the-counter or herbal supplements
- Any relevant medical records or test results from other healthcare providers
- Any copay or deductible amounts as required by your insurance plan

If you have any questions or concerns before your appointment, please do not hesitate to contact us at [Clinic/Hospital Phone Number]. We look forward to seeing you on [Date] and providing you with exceptional medical care.

Sincerely,

[Your Name]

[Clinic/Hospital Name]