General written reminder letter

Subject: Appointment Reminder

Dear [Patient's Name],

This is to remind you of your appointment scheduled with Dr. [Doctor's Name] on [Day, Date] at [Time] at [Clinic Address].

We kindly ask you to arrive a few minutes earlier for registration. If you need to cancel or reschedule, please contact us at [Phone Number].

Thank you,

[Clinic Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/patient-appointment-reminder-message