

Formal reminder for patient appointment

Subject: Appointment Reminder – [Clinic/Hospital Name]

Dear [Patient's Name],

This is a courteous reminder of your upcoming appointment with Dr. [Doctor's Name] on [Day, Date] at [Time]. The appointment will take place at [Clinic/Hospital Address].

Please arrive 10–15 minutes early to allow for check-in. If you are unable to attend, kindly notify us at least 24 hours in advance to reschedule.

We look forward to seeing you.

Sincerely,

[Your Clinic's Name]

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