

Appointment Reminder

Dear [Patient's Name],

This is a friendly reminder about your upcoming outpatient procedure scheduled for:

Date: [Date of Procedure]

Time: [Time of Procedure]

Location: [Facility Name and Address]

Please arrive at least [X minutes/hours] before your scheduled time to complete any necessary paperwork.

If you have any questions or need to reschedule, please contact us at [Contact Information].

Thank you, and we look forward to seeing you soon!

Sincerely,

[Your Name]

[Your Position]

[Facility Name]