

# Reminder: Upcoming Health Screening Appointment

Dear [Recipient's Name],

This is a friendly reminder that you have a health screening appointment scheduled for:

**Date:** [Appointment Date]

**Time:** [Appointment Time]

**Location:** [Appointment Location]

Please remember to bring the necessary documents and arrive at least 15 minutes early. If you have any questions or need to reschedule, feel free to contact us at [Contact Information].

Thank you, and we look forward to seeing you!

Best regards,

[Your Name]

[Your Title]

[Your Organization]