

# Memory Care Assessment Appointment Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that your appointment for a memory care assessment has been scheduled.

**Date:** [Appointment Date]

**Time:** [Appointment Time]

**Location:** [Facility Name and Address]

This assessment is an important step in determining the appropriate level of care for you or your loved one. Please arrive 15 minutes early to complete any necessary paperwork.

If you have any questions or need to reschedule, feel free to contact our office at [Contact Number] or [Email Address].

Thank you for your attention to this matter. We look forward to seeing you soon.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]