

Appointment Reminder

Dear [Patient's Name],

This is a friendly reminder for your upcoming appointment with our otolaryngology department.

Date: [Appointment Date]

Time: [Appointment Time]

Location: [Clinic/Hospital Name, Address]

Please arrive 15 minutes early to complete any necessary paperwork. If you need to reschedule, contact us at [Contact Number].

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

Sincerely,
[Your Clinic/Hospital Name]