

Appointment Reminder

Dear [Patient's Name],

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

Appointment Details:

- Date: [Appointment Date]
- Time: [Appointment Time]
- Location: [Clinic Address]

Please arrive 15 minutes early and bring any necessary documentation. If you need to reschedule, contact us at [Clinic Phone Number].

We look forward to seeing you!

Sincerely,

[Your Name]

[Your Title]

[Clinic Name]