

Appointment Reminder / Recordatorio de Cita

Dear [Patient's Name],

We are writing to remind you of your upcoming appointment with Dr. [Doctor's Name] in the Otolaryngology department.

Fecha y hora: [Date and Time]

Location: [Clinic Address]

Please arrive 15 minutes early to complete any necessary paperwork.

Por favor, llegue 15 minutos antes para completar cualquier formulario necesario.

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

Si tiene alguna pregunta o necesita reprogramar, comuníquese con nosotros al [Numero de Telefono].

Thank you!

!Gracias!

Sincerely,

[Your Clinic Name]