

Appointment Reminder

Dear [Patient's Name],

We are writing to remind you of your upcoming appointment with our otolaryngology specialist.

Date: [Appointment Date]

Time: [Appointment Time]

Location: [Clinic Address]

Please arrive at least 15 minutes early to complete any necessary paperwork. If you have not yet filled out your new patient forms, they can be found [here](#).

If you need to reschedule or have questions, feel free to contact us at [Clinic Phone Number].

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

Sincerely,

[Your Clinic's Name]

[Clinic Contact Information]