

Otolaryngology Appointment Reminder

Dear [Parent's Name],

This is a friendly reminder that your child, [Child's Name], has an appointment scheduled with our Otolaryngology department on [Date] at [Time].

Location: [Clinic/Hospital Name]

Address: [Clinic/Hospital Address]

Please arrive at least 15 minutes early to complete any necessary paperwork. If you have any questions or need to reschedule, feel free to contact us at [Phone Number].

Thank you and we look forward to seeing you soon!

Sincerely,

[Your Name]

[Title]

[Clinic/Hospital Name]