

# Attendance Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Attendance Notification

Dear [Recipient's Name],

This is to notify you that [Healthcare Practitioner Name] will be in attendance on [Insert Date] for [Insert Purpose of Attendance/Consultation].

Location: [Insert Location]

For any further inquiries, please feel free to contact us at [Contact Information].

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Healthcare Facility Name]