

Dear [Patient's Name],

This is a friendly reminder of your upcoming preoperative assessment scheduled for:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Please ensure that you arrive 15 minutes early and bring any necessary documentation with you.

If you have any questions or need to reschedule, please contact our office at [Insert Contact Information].

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

Sincerely,

[Your Name]

[Your Position]

[Your Institution]