

# Appointment Reminder

Dear [Patient's Name],

This is a friendly reminder for your upcoming optometry appointment on:

**Date:** [Appointment Date]

**Time:** [Appointment Time]

**Location:** [Practice Name & Address]

Please arrive 15 minutes early to complete any necessary forms.

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

We look forward to seeing you!

Best regards,

[Your Name]

[Your Title]

[Practice Name]