

Appointment Notice

Date: [Date]

To: [Patient's Name]

Address: [Patient's Address]

Dear [Patient's Name],

We would like to confirm your appointment with our specialist:

Specialist: [Specialist's Name]

Specialty: [Specialty]

Date and Time: [Appointment Date and Time]

Location: [Office Address]

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

Thank you for choosing our practice!

Sincerely,

[Your Name]

[Your Title]

[Practice Name]

[Contact Information]