

# Appointment Reminder

Dear [Patient's Name],

This is a friendly reminder for your upcoming eye exam appointment.

**Date:** [Date]

**Time:** [Time]

**Location:** [Clinic Name, Address]

Please arrive 15 minutes early to complete any necessary paperwork.

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

Thank you and we look forward to seeing you!

Sincerely,  
[Your Name]  
[Your Title]  
[Clinic Name]