

# Health Maintenance Appointment Reminder

Dear [Patient's Name],

This is a friendly reminder for your upcoming health maintenance appointment scheduled on **[Date]** at **[Time]**.

Please ensure to bring any necessary documents and arrive at least 15 minutes early. If you need to reschedule, feel free to contact our office at **[Office Phone Number]**.

Thank you for taking proactive steps towards your health!

Best regards,

[Your Name]

[Your Title]

[Healthcare Facility Name]

[Contact Information]