

# Appointment Reminder

Dear [Patient Name],

This is a friendly reminder of your upcoming health evaluation appointment:

**Date:** [Appointment Date]

**Time:** [Appointment Time]

**Location:** [Clinic/Hospital Name and Address]

Please arrive 15 minutes early to complete any necessary paperwork. If you need to reschedule, contact us at [Contact Information].

Thank you, and we look forward to seeing you.

Sincerely,  
[Your Clinic/Hospital Name]