

# Appointment Reminder

Dear [Patient's Name],

This is a friendly reminder that you have an upcoming outpatient service appointment scheduled on:

**Date:** [Appointment Date]

**Time:** [Appointment Time]

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

Please arrive at least 15 minutes early to complete any necessary paperwork. If you need to reschedule or have any questions, feel free to contact us at [Contact Number].

Thank you, and we look forward to seeing you soon!

Sincerely,

[Your Organization's Name]