

# Outpatient Service Schedule Notification

Date: **[Date]**

Dear **[Patient's Name]**,

We hope this message finds you well. We are writing to inform you of your upcoming outpatient service appointment.

## Appointment Details:

- **Date:** [Appointment Date]
- **Time:** [Appointment Time]
- **Location:** [Clinic/Hospital Name, Address]
- **Doctor:** [Doctor's Name]

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

Thank you for choosing our services.

Sincerely,

**[Your Name]**

**[Your Title]**

**[Clinic/Hospital Name]**

**[Clinic/Hospital Contact Information]**