

Outpatient Clinic Appointment Scheduling Guidelines

Dear [Patient's Name],

We are pleased to inform you that your appointment for a consultation at our outpatient clinic has been scheduled. Please find the details below:

Appointment Details:

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

Guidelines for Appointment:

1. Please arrive at least 15 minutes prior to your scheduled appointment time.
2. Bring your insurance card and any relevant medical records.
3. Notify us at least 24 hours in advance if you need to reschedule or cancel your appointment.
4. Wear a mask if you are feeling unwell or have recently been exposed to illness.

If you have any questions or require further assistance, please contact our office at [Clinic Phone Number] or [Clinic Email Address].

We look forward to seeing you soon!

Sincerely,

[Your Name]

[Your Title]

[Clinic Name]

[Clinic Contact Information]