

Reminder Email for Appointment

Subject: Gentle Reminder: Upcoming Appointment Confirmation

Dear Jordan,

I hope this message finds you well. I'm writing to remind you of your upcoming appointment with us at Springfield Wellness Center, scheduled for March 15th, 2024, at 10:00 AM.

Your appointment details are as follows:

- Date: March 15th, 2024
- Time: 10:00 AM
- Location: Springfield Wellness Center, 1234 Maple Street, Springfield, IL, 62704
- Provider: Dr. Emily Thompson

To ensure a smooth visit, please bring any necessary documents and arrive at least 15 minutes early to complete any remaining paperwork. If you have any questions or need to reschedule, don't hesitate to reach out at (555) 123-4567 or reply to this email.

Thank you for choosing Springfield Wellness Center for your care. We look forward to seeing you soon!

Warm regards,

Alex Johnson Office Manager Springfield Wellness Center (555) 123-4567
alex.johnson@springfieldwellness.com