

Appointment Reminder Letter

[Your Name or Company Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Appointment Reminder

Dear [Recipient's Name],

This is a friendly reminder about your upcoming appointment with [Doctor's Name/Service Provider] at [Your Company Name or Location]. Here are the details of the appointment:

Appointment Date: [Date]

Time: [Time]

Location: [Address or Online Meeting Link]

Please arrive 10–15 minutes before your scheduled time to allow for any necessary paperwork or preparations. If you need to reschedule or cancel, kindly notify us at least [X] hours in advance to avoid any inconvenience.

We look forward to seeing you!

Sincerely,

[Your Name]

[Your Title (if applicable)]

[Your Company (if applicable)]

[Contact Information]