

Appointment Reminder

Subject: Reminder: Upcoming Healthcare Appointment

Dear _____
(patient's name)

I hope this message finds you in good health.

This is a gentle reminder of your scheduled appointment with _____ on
(healthcare provider's name)

_____ at _____ for _____.
(date) (time) (purpose)

- Location:
- Duration: _____


Please remember to bring any relevant medical records or test results that might assist our discussion. If there's a need to reschedule or if you have any queries, please do not hesitate to contact us at

(contact information)

Your health and well-being are our top priorities, and we are dedicated to providing you with the best care possible.

We are looking forward to seeing you at the appointment.

Warm regards,



(healthcare provider's name and signature)