**DOCTOR APPOINTMENT LETTER**

Dear Ms. Emily,

This letter is being sent to you as a reminder for your appointment with Dr. Gill Sean on 1st September at 5:00 p.m., DayCare Hospital.

You visited us for your complaint regarding a backache two weeks ago and the doctor suggested medications as well as a review later. You are scheduled for a review appointment of your tests and condition. It is important to analyze your condition and tests to diagnose and treat your disease in a timely manner.

Kindly, try to reach the hospital on time as the doctor will be unavailable after 5:30 p.m. If you need to reschedule or cancel the appointment, feel free to contact me on **[CONTACT].**

Regards,

Daycare Hospital Team.