**TEMPLATE**

**DOCTOR APPOINTMENT LETTER**

«Today»

Dear,

This is a reminder that your appointment is scheduled on «UpToDate» at «Appt\_Time» for a(n) «Event name».

If you cannot make this appointment, please call our office at «Prac\_Phone» at least 24 hours prior to this appointment. We would be happy to reschedule your appointment for a more convenient time.

Sincerely,

The Staff and Physicians at