

APPOINTMENT REMINDER LETTER

Recipient Name: _____

Address: _____

City, State, Zip Code: _____

Dear Recipient,

This letter serves as a formal reminder of your upcoming appointment scheduled with our office. Please review the details below carefully. Your punctuality and preparation are greatly appreciated to ensure the meeting proceeds efficiently.

Appointment Details:

Appointment Date: _____

Appointment Time: _____

Location: _____

Purpose of Appointment: _____

Instructions and Requirements:

Please arrive at least 15 minutes prior to your scheduled time to complete any necessary paperwork. Bring any relevant documents, identification, and prior correspondence related to your appointment. If you need to reschedule or cancel, please notify our office as soon as possible.

COVID-19 Precautions:

In compliance with health guidelines, please wear a mask inside the premises and adhere to social distancing protocols. If you are experiencing any symptoms or have been exposed to COVID-19, please contact us to reschedule your appointment.

Confidentiality Notice:

All information shared during your appointment will be treated with strict confidentiality and handled in accordance with applicable United States laws governing privacy and data protection.

Contact Information:

Office Phone: _____

Email: _____

Office Address: _____

Thank you for your attention to this appointment reminder. We look forward to assisting you.

Sincerely,

Authorized Representative

RECIPIENT'S SIGNATURE

AUTHORIZED REPRESENTATIVE'S SIGNATURE

Signature: _____

Signature: _____

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