

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: From Doctor to Patient

Dear :

We are writing to remind you that you have an appointment with Dr. on {date}.  
Please call at least 42 hours in advance if you will be unable to make this appointment.

Thank you.

Sincerely,

N A M E