Appointment Reminder Letter

# This is a reminder that:

[Patient name] has an appointment

**For**: [purpose]

**With**: [Clinician name]

**Date:** [Date]

**Time:** [Time]

**Where:** [Name of Practice or Clinic]

**Address:** [Address]

## If you cannot come to this appointment:



Call [phone number]. When you hear the menu options, press [#] to talk to someone who will help you reschedule the appointment. Or you can reschedule your appointment on the patient portal at: [URL]

## What to bring to your appointment:

* Bring your insurance information and a picture I.D.
* Bring a family member or friend if you want.
* Bring all prescription and over-the-counter medicines you take (such as pills, creams, liquids, inhalers, patches, and shots), as well as herbal medicines, vitamins, and supplements.
* Bring a list of the top 3 things you want to talk about.

Special Instructions[if appropriate]:

We will be checking your blood. You can drink water, but do not eat or drink anything else for 12 hours before your visit.