

[Clinic Name]
[Clinic Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Patient Full Name]
[Patient Address]
[City, State, Zip Code]

Subject: Follow-up Appointment Regarding Pathology Results

Dear [Patient Name],

This letter is to inform you that the results of your recent biopsy/procedure have been received and reviewed by [Physician Name].

It is necessary for us to discuss these results with you in person to explain the findings and to coordinate the next steps in your care and treatment plan. We have scheduled an appointment for you as follows:

Date: [Date of Appointment]
Time: [Time of Appointment]
Location: [Specific Clinic Location/Room]

We encourage you to bring a family member, partner, or trusted friend to this appointment for support and to help take notes during the discussion.

Please confirm your attendance by calling our office at [Phone Number] or via the patient portal by [Deadline Date]. If the scheduled time is not convenient, please contact us immediately to reschedule for the earliest possible date.

We look forward to meeting with you.

Sincerely,

[Physician Name/Clinic Administrator]
[Clinic Name]