

[Your Clinic Name]
[Clinic Address]
[Phone Number]
[Date]

To: [Patient Name]
[Patient Address]

Subject: Reminder - Upcoming Specialist Appointment

Dear [Patient Name],

This is a reminder regarding your upcoming appointment with the specialist we referred you to. Please find the details below:

Specialist Name: [Specialist Name/Clinic]
Specialty: [Department/Specialty]
Date: [Appointment Date]
Time: [Appointment Time]
Location: [Specialist Office Address]

Please remember to bring the following items to your appointment:

- Your photo ID and insurance card
- A copy of your current medications
- Any relevant X-rays, scans, or previous test results
- [Other specific requirements]

If you are unable to attend this appointment, please contact the specialist's office directly at [Specialist Phone Number] at least 24 hours in advance to reschedule. Failure to attend may delay your treatment plan.

If you have any questions for our office, please call us at [Clinic Phone Number].

Sincerely,

[Doctor Name/Staff Name]
[Your Clinic Name]