

Subject: Reminder: Your Upcoming Consultation with [Practice Name]

Dear [Patient Name],

This is a gentle reminder regarding your initial consultation scheduled with [Provider Name] at [Practice Name]. We are looking forward to meeting you and helping you with your healthcare needs.

**Appointment Details:**

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Office Address/Suite Number]

To ensure your visit goes smoothly, please remember to:

- Arrive [15] minutes early to complete any remaining paperwork.
- Bring your photo ID and insurance card.
- Bring a list of any current medications you are taking.

If you need to reschedule or cancel your appointment, please contact us at [Phone Number] at least [24/48] hours in advance. This allows us to offer the time slot to another patient in need.

If you have any questions before your visit, please feel free to call us or visit our website at [Website URL].

Warm regards,

[Your Name/Office Manager Name]  
[Practice Name]  
[Phone Number]