

Dear [Patient Name],

This is a reminder regarding your upcoming initial consultation with [Clinic/Doctor Name]. We are looking forward to meeting you and discussing your healthcare needs.

**Appointment Details:**

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Full Clinic Address/Online Link]

**Important Instructions:**

- Please arrive 15 minutes early to complete any necessary paperwork.
- Bring your photo ID and insurance card.
- Bring a list of any current medications or previous medical records.

If you need to reschedule or cancel your appointment, please contact us at [Phone Number] or reply to this email at least [Number] hours in advance.

Thank you for choosing [Clinic Name].

Best regards,

[Clinic Name]  
[Phone Number]  
[Website]