

## **URGENT: NEW PATIENT APPOINTMENT REMINDER**

Date: [Current Date]

Dear [Patient Name],

This is an urgent reminder regarding your upcoming initial consultation with [Clinic/Doctor Name].

### **Appointment Details:**

Date: [Appointment Date]

Time: [Appointment Time]

Location: [Full Address/Suite Number]

As this is a new patient intake, please arrive [15/30] minutes early to complete necessary medical documentation. You must bring your photo ID, insurance card, and a list of current medications.

### **Action Required:**

Please confirm your attendance by calling our office at [Phone Number] or replying to this message by [Time/Date].

Due to the high demand for new patient slots, if we do not receive confirmation within 24 hours, your appointment may be offered to another patient on our waiting list.

If you need to reschedule, please contact us immediately to avoid a late cancellation fee.

Sincerely,

[Your Name/Department]

[Clinic Name]

[Phone Number]