

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

**Subject: Appointment Reminder for Your MRI Scan**

Dear [Patient Name],

This is a reminder of your upcoming Magnetic Resonance Imaging (MRI) appointment at [Clinic Name].

**Appointment Details:**

Date: [Date of Appointment]

Arrival Time: [Time]

Location: [Full Clinic Address]

**Important Instructions:**

- Please arrive [15/30] minutes early to complete necessary paperwork.
- Wear comfortable clothing without metal zippers, snaps, or underwires.
- Bring your photo ID and insurance card.
- If you have any internal metal implants (pacemakers, clips, or stents), please notify us immediately if you have not already done so.

If you need to reschedule or cancel, please contact us at [Phone Number] at least [24/48] hours in advance.

We look forward to seeing you.

Sincerely,

[Clinic Name]

[Phone Number]

[Website]