

[Clinic Name]
[Clinic Address]
[Phone Number]

[Date]

To: [Patient Name]
[Patient Address]

Subject: Reminder - Upcoming X-Ray Appointment

Dear [Patient Name],

This is a friendly reminder of your scheduled routine X-ray appointment at our clinic.

Appointment Details:

- **Date:** [Appointment Date]
- **Time:** [Appointment Time]
- **Location:** [Department/Room Number]

Instructions:

- Please arrive 15 minutes before your scheduled time to complete any necessary paperwork.
- Wear comfortable, loose-fitting clothing. You may be asked to change into a hospital gown.
- Remove all jewelry, piercings, or metal objects before the procedure.
- Bring your photo ID and insurance card.

If you need to reschedule or cancel this appointment, please call us at [Phone Number] at least 24 hours in advance.

We look forward to seeing you.

Sincerely,

[Clinic Staff Name/Department]
[Clinic Name]