

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

**Subject: Appointment Reminder for PET Scan**

Dear [Patient Name],

This letter is to remind you of your upcoming Positron Emission Tomography (PET) scan scheduled at [Clinic Name].

**Appointment Details:**

Date: [Date of Appointment]

Check-in Time: [Arrival Time]

Procedure Time: [Scan Time]

Location: [Full Clinic Address]

**Pre-Appointment Instructions:**

- Do not eat or drink anything (except plain water) for [X] hours before your appointment.
- Avoid strenuous physical activity for 24 hours prior to the scan.
- Wear comfortable, loose-fitting clothing without metal zippers or buttons.
- Please bring a list of your current medications and any relevant prior imaging reports.

If you are diabetic, pregnant, or breastfeeding, please contact our office at [Phone Number] immediately for specific instructions.

If you need to reschedule or cancel, please provide at least [24/48] hours' notice to avoid any cancellation fees. Late arrivals may result in the rescheduling of your appointment due to the time-sensitive nature of the radioactive tracer used.

We look forward to seeing you.

Sincerely,

[Clinic Staff Name/Department]

[Clinic Name]

[Phone Number]