

Subject: Reminder: Your Upcoming Telehealth Video Visit

Dear [Patient Name],

This is a reminder of your scheduled virtual video appointment with [Provider Name].

Appointment Details:

Date: [Date]

Time: [Time]

Platform/Link: [Insert Link or Meeting ID]

Instructions for your visit:

- Ensure you have a reliable internet connection.
- Use a device with a working camera and microphone (smartphone, tablet, or computer).
- Find a quiet, private space for your call.
- Log in or click the link 5-10 minutes before your scheduled start time to test your equipment.

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

We look forward to seeing you virtually.

Sincerely,

[Clinic/Practice Name]

[Phone Number]

[Website]