```
<div>
    <p>[Patient Name]<br>
    [Street Address]<br>
    [City, State, Zip Code]</p>
    <p>[Date]</p>
    <p>Dear [Patient Name],</p>
    <p>[Subject: Regarding Your Recent Inquiry/Appointment]</p>
    <p>[Body of the letter goes here. Provide the necessary medical
information, appointment details, or instructions for the patient.]</p>
    <p>If you have any questions, please contact our office at [Phone
Number].</p>
    <p>Sincerely,</p>
    <p>[Doctor/Staff Name]<br>
    [Facility Name]</p>
</div>
```