

# Appointment Confirmation Template

FOR HEALTHCARE OR MEDICAL CLINIC

**Subject:** Your appointment with [Clinic Name] is confirmed

**Body:**

Hi [Patient Name],

Your appointment with [Provider Name] is confirmed for

 [Date & Time]

 [Clinic Address or Virtual Link]

Please arrive 10 minutes early and bring any relevant medical forms or IDs.

Need to reschedule? You can easily update your time here:  
[Reschedule Link]

We look forward to seeing you soon  
— The [Clinic Name] team



**Tip:** Add a **calendar invite** link and **pre-appointment checklist** to reduce no-shows



Koalendar