

July 20, 2012

«AddressBlock»

«GreetingLine»

Please remember that you have an appointment at the Sports Medicine Clinic of Conway on «Appt\_date» at «Appt\_time». If you have paperwork to fill out, please arrive at our office 15 minutes prior to your appointment time stated above. Thank you!

Sincerely,

The Sports Medicine Clinic of Conway  
(501) 555-5555