Dear Ms. Sara,

I am writing this letter to confirm your appointment with Doctor Ross Steven on 15th August 2018 at 3:00 p.m.

To save time, we are attaching the information form with this letter. You can fill it in and send it to us or bring it along on the appointment day. In addition, for HIPAA compliance purposes, we require you to bring your photo ID and insurance card. If you have any medical records or treatment documents from another doctor, kindly, bring them as well.

I, along with my team, highly appreciate you for choosing us. We are thankful for your trust in our services and we would put our utmost efforts into giving you the best care and treatment.

Looking forward to seeing you.

Regards,

Doctor Ross Steven and team.