

Email #1: Response to appointment booking

Subject line – Confirmation of your appointment in **BookMyScans**

Hi **[Patient Name]**,

Thanks for getting in touch.

This is a confirmation email regarding your appointment at **BookMyScans 608, 5th Cross Rd, B Channasandra, OMBR Layout, Banaswadi, Bengaluru, Karnataka 560043** with Dr **[Doctor's Name]** at **[Time]** on **[Day and Date]**. Please be available 30 minutes prior to your appointed time.

To learn more about us, download/view our brochure here.

[\[https://bookmyscans.com/\]](https://bookmyscans.com/)

To reschedule or cancel your appointment, please call [6366937422](tel:6366937422). Here is the location of our hospital [\[Location\]](#).

Regards,

BookMyScans

[6366937422](tel:6366937422)

Email #2: Reminder to appointment booking (follow-up 1)

Subject line – Reminding of your appointment in **BookMyScans**

Hi **[Patient Name]**,

Your appointment is due today!

This is a friendly reminder about your appointment at **BookMyScans 608, 5th Cross Rd, B Channasandra, OMBR Layout, Banaswadi, Bengaluru,**

Karnataka 560043 with Dr **[Doctor's Name]** at **[Time]**. Please be available 30 minutes prior to your appointed time.

To reschedule or cancel your appointment, please call [6366937422](tel:6366937422) .

Regards,

BookMyScans

Email #3: If the patient didn't show up to the appointment (follow-up 2)

Subject line – Rescheduling of your appointment in **BookMyScans**

Hi **[Patient Name]**,

We noticed you couldn't make it to your appointment.

Please let us know your reason for not being able to make it to the appointment, and if you require transportation or home services.

To reschedule an appointment, please call [6366937422](tel:6366937422)

Regards,

BookMyScans