

# Hillside Medical Centre

123 High Street, Cardiff, CF1 2AB  
Tel: 029 2123 4567 | Fax: 029 2123 4568  
Email: reception@hillsidemedical.nhs.uk

|               |                                     |
|---------------|-------------------------------------|
| Patient Name: | Sarah J. Williams                   |
| DOB:          | 15/03/1985                          |
| NHS Number:   | 123 456 7890                        |
| Address:      | 45 Oak Avenue<br>Cardiff<br>CF3 1XY |
| Tel:          | 029 2098 7654                       |

28th August 2025

Dear Ms Williams,

## APPOINTMENT CONFIRMATION

**Date:** Tuesday, 10th September 2025  
**Time:** 2:30 PM  
**Duration:** 15 minutes  
**Doctor:** Dr. Michael Thompson  
**Room:** Consultation Room 3  
**Type:** Routine Check-up

Thank you for booking your appointment with us. Please arrive 10 minutes early to allow time for any necessary paperwork or updates to your records.

### Important Reminders:

- Please bring a list of all current medications
- Bring your NHS card or photo ID
- If you cannot attend, please give us at least 24 hours notice
- Late arrivals may need to be rescheduled

### What to expect during your visit:

- General health assessment
- Blood pressure check

- Review of current medications
- Discussion of any health concerns
- Opportunity to ask questions

If you have any urgent concerns before your appointment, please contact the practice immediately. For non-urgent queries, please call during normal practice hours (Monday-Friday 8:00 AM - 6:00 PM).

We look forward to seeing you at your appointment.

Yours sincerely,

**Dr. Michael Thompson**  
General Practitioner  
Hillside Medical Centre

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**Practice Hours:** Monday-Friday 8:00 AM - 6:00 PM | Saturday 9:00 AM - 12:00 PM

**Out of Hours:** Call NHS 111 for non-emergency medical advice

**Emergency:** Call 999 for life-threatening emergencies

This practice is part of Cardiff and Vale University Health Board.

Registered with the Care Quality Commission. Practice Code: W12345