

Add Text to Email and Text Appointment Reminders

Last modified on 04/29/2026 8:58 pm EDT

Add text to an email or text reminder | Line breaks in additional text

Text reminders are limited to 160 characters. Customizing your text reminders may cause you to exceed the character limit, which may result in multiple messages being sent and count toward your monthly message limit. Go to **Reports > Reminder Report** to view SMS usage (in SMS segments). There is no character limit for email reminders.

Add text to an email or text reminder

1. Select **Edit** and then enter the additional text in the text box.

Choose a Reminder Profile:

Email 2 day(s) before

Looking forward to seeing you.

Auto Phone Call 1 day(s) before

SMS Text 12 hour(s) before

Looking forward to seeing you.

2. Select **Preview** to preview the message.

The additional text is inserted between the end of the message and the closing of the email.

Email Message Preview

Subject: Reminder for Appointment with Camille Provider

Dear Eva Genmark,

You have an upcoming appointment with **Camille Provider** on Monday, August 4, 2025 at 6:00:00 PM Pacific Daylight Time.

Please follow this link to your appointment: <http://app.drchrono.com/demo-url/>

Looking forward to seeing you.

Regards,
Camille Provider

The additional text is added to the end of the text message.

SMS Text Message Preview x

You have an appointment with **Camille Provider** on Monday, August 4th at 6:00pm PDT. If you need to reschedule, please call +1 720-647-4948. Looking forward to seeing you.

Reply STOP to unsubscribe

Line breaks in additional text

Text reminders do not accept HTML. Press **Enter** or **Return** to add a line break.

Email reminders use an HTML editor. If you'd like your custom message to appear on multiple lines or as separate paragraphs, be sure to use the `
` (line break) tag. Without it, the message is presented as a single paragraph.

# of Line Breaks	HTML Editor Sample	Sample Message Preview
None	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Email 2 day(s) before </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Looking forward to seeing you. Please remember to bring your ID and insurance card. Call the office with questions.</p> </div>	<div style="border: 1px solid #ccc; padding: 10px;"> <p>Email Message Preview x</p> <hr/> <p>Subject: Reminder for Appointment with Camille Provider</p> <hr/> <p>Dear Eva Genmark,</p> <p>You have an upcoming appointment with Camille Provider on Friday, August 8, 2025 at 9:00:00 PM Pacific Daylight Time.</p> <p>Please follow this link to your appointment: http://app.drchrono.com/demo-url/</p> <div style="border: 1px solid red; padding: 5px; margin: 5px 0;"> <p>Looking forward to seeing you. Please remember to bring your ID and insurance card. Call the office with questions.</p> </div> <p>Regards, Camille Provider</p> <p style="text-align: right;"><input type="button" value="Close"/></p> </div>
One	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Email 2 day(s) before </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Looking forward to seeing you. <code>
</code> Please remember to bring your ID and insurance card. <code>
</code> Call the office with questions.</p> </div>	<div style="border: 1px solid #ccc; padding: 10px;"> <p>Email Message Preview x</p> <hr/> <p>Subject: Reminder for Appointment with Camille Provider</p> <hr/> <p>Dear Eva Genmark,</p> <p>You have an upcoming appointment with Camille Provider on Friday, August 8, 2025 at 9:00:00 PM Pacific Daylight Time.</p> <p>Please follow this link to your appointment: http://app.drchrono.com/demo-url/</p> <div style="border: 1px solid red; padding: 5px; margin: 5px 0;"> <p>Looking forward to seeing you. Please remember to bring your ID and insurance card. Call the office with questions.</p> </div> <p>Regards, Camille Provider</p> <p style="text-align: right;"><input type="button" value="Close"/></p> </div>

# of Line Breaks	HTML Editor Sample	Sample Message Preview
Two	<p>Email <input type="text" value="2"/> day(s) <input type="text" value="before"/></p> <p>Looking forward to seeing you.

 Please remember to bring your ID and insurance card.

 Call the office with questions.</p>	<p>Email Message Preview ✕</p> <p>Subject: Reminder for Appointment with Camille Provider</p> <p>Dear Eva Genmark,</p> <p>You have an upcoming appointment with Camille Provider on Friday, August 8, 2025 at 9:00:00 PM Pacific Daylight Time.</p> <p>Please follow this link to your appointment: http://app.drchrono.com/demo-url/</p> <p>Looking forward to seeing you.</p> <p>Please remember to bring your ID and insurance card.</p> <p>Call the office with questions.</p> <p>Regards, Camille Provider</p> <p>Close</p>