

# Welcome to Our [Clinic/Hospital Name]

Dear [Patient's Name],

We are pleased to inform you that your admission process is underway! Please review the checklist below to ensure that you have all necessary documents and information ready for your first visit.

## Admissions Checklist:

- Completed Admission Form
- Copy of Insurance Card
- Government-issued Photo ID
- Medical History Form
- List of Current Medications
- Referral Letter (if applicable)
- Emergency Contact Information
- Payment Method (if applicable)

If you have any questions or need assistance, please do not hesitate to contact us at [Phone Number] or [Email Address].

We look forward to serving you.

Sincerely,

[Your Name]

[Your Title]

[Clinic/Hospital Name]

[Contact Information]