

Welcome to [Your Practice Name]

Dear [Patient's Name],

We are delighted to welcome you to our practice! Thank you for choosing us for your healthcare needs. Our team is dedicated to providing you with the highest quality of care and we look forward to partnering with you on your health journey.

To help you get started, we have included some important information:

Your First Appointment

Your initial appointment is scheduled for [Date] at [Time]. Please arrive at least [15 minutes] early to complete any necessary paperwork.

What to Bring

- Your insurance card
- A valid ID
- A list of any medications you are currently taking

Office Hours

We are open [Days of the Week] from [Opening Time] to [Closing Time]. If you have any questions or need to reschedule, please do not hesitate to call us at [Phone Number].

Once again, welcome to [Your Practice Name]. We look forward to seeing you soon!

Sincerely,

[Your Name]

[Your Title]

[Your Practice Name]

[Contact Information]