

Welcome to [Hospital Name]

Dear [Patient's Name],

We are pleased to welcome you to [Hospital Name] as you prepare for your visit. This letter serves as your orientation guide for a smooth admission process as a first-time visitor.

Admission Process:

- Arrival: Please arrive at least [X hours] before your scheduled appointment.
- Check-in: Visit the admissions desk located at [location]. Bring your identification and insurance information.

What to Bring:

- Identification (ID, driver's license)
- Insurance card
- List of medications
- Emergency contact information

Hospital Amenities:

During your stay, you can take advantage of our various services:

- Cafeteria: Open [hours]
- Wifi access: Available throughout the hospital
- Visitor hours: [times]

Contact Information:

If you have any questions prior to your visit, please contact our admissions team at:

[Phone Number]

[Email Address]

Thank you for choosing [Hospital Name]. We look forward to providing you with exceptional care.

Sincerely,

[Your Name]

[Your Position]

[Hospital Name]