

# Check-In Guidelines for Visitors

Dear Visitor,

Welcome to our facility! We are pleased to have you with us. Please follow the guidelines below to ensure a smooth check-in process:

## Pre-Arrival

- Confirm your appointment date and time.
- Fill out the visitor registration form attached.

## Upon Arrival

- Please enter through the main entrance.
- Bring a government-issued ID for verification.
- Report to the reception desk for check-in.

## During Your Visit

- Stay in designated areas as instructed by staff.
- Follow all safety protocols and guidelines.

## Departure

- Sign out at the reception desk before leaving.
- Provide any feedback regarding your visit.

Thank you for your cooperation! We look forward to your visit.

Sincerely,

[Your Organization Name]

[Contact Information]