



***DOCUMENT OVERVIEW:** This document may be used as a covering letter that welcomes and thanks new patients to your practice. This letter may also be used in conjunction with office policies and procedure documents and any relevant patient healthcare documents.*

[date]

[inside address]

Dear [name]:

Thank you for scheduling an appointment with Dr [name] on [day], [date]. It is my pleasure to welcome you to [name of practice] in advance of your first visit.

Enclosed you will find some patient information that will help familiarize you with the practice and how we operate. If you have any questions after reading the material, I will be happy to answer them for you by telephone prior to your visit. Also enclosed is a patient registration form. Please complete the form and either fax it to us at [fax number] or bring it with you to your appointment.

We appreciate your selecting Dr [name] for your medical care and will work hard to serve your needs.

Sincerely,

[name]

Enclosures

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