

Welcome Letter for a New Patient

The letter may be included with a practice brochure and a health history form and mailed to new patients before the initial examination, or it may be edited and sent via email. In the opinion of many experts, the letter, practice brochure, and health history form mailed as a Welcome Packet give a better impression than a letter and health history form sent via email.

Dear _____,

We are looking forward to your first visit with us at _____ (AM/PM) on _____, 20____. We have saved this time especially for you to welcome you, answer any questions you may have, allow you to meet our staff, and provide a careful, thorough dental examination.

Please read the enclosed brochure carefully and save it for future reference. It answers many questions about our practice as well as listing our telephone number, website, and email address.

In order to provide proper and complete care, we must have a health history as part of your permanent records in our office. This and all the information on file in our office will remain confidential. Please complete the enclosed health history form and bring it with you to the first appointment. If you have dental insurance, please complete the patient portion of your form, sign, and bring it also.

The cost of the examination will be \$_____; \$_____ if diagnostic x-rays are necessary. We request that this fee be paid at the time of the examination. Following the first appointment, we will assist you by filing your insurance. We will, however, ask that you pay non-covered fees at the time service is rendered. We will be glad to discuss any questions you may have about financial arrangements either before or following your initial examination.

Thank you for choosing our office for your child's dental care. We will care for you as we would our own family members.

Sincerely,

Dr. John Doe and Staff

P.S. Our practice grows primarily by referrals from our satisfied patients. If after your first visit you are pleased with our services---and we believe you will be---we will appreciate your referral of your family and friends to us.