

(Patient Name)
(Patient Street Address)
(Patient City, State and Zip)

Dear (Patient Name),

Welcome to <clinic name>! We are so pleased that you have chosen us and pledge to provide you with the very best services possible.

We hope that you have been impressed with the thoroughness of care you have received. Dedication to maintaining high ethics and outstanding personal service is our office policy. We will make every effort possible to insure that your experience in our office is one of comfort and confidence.

Our practice relies heavily upon patient referral for our continued growth. The highest compliment our patients can give is the referral of their friends and family. We will always welcome anyone you send to us.

If you ever have any questions or concerns about your care or our office procedures, please bring them to my attention. I welcome your suggestions.

Until I see you in the clinic again, please accept my personal thanks for choosing us.

Sincerely,

<dr name>, <degree>