[Date]

[Patient Name]
[Patient Address]
[City, State, Zip Code]

Dear [Patient Name],

Welcome to [Facility Name]. We are honored that you have chosen us to provide your care and support. Our team is dedicated to ensuring your comfort, safety, and well-being in a respectful and warm environment.

To help you settle in, we have enclosed a welcome packet that includes:

- A directory of our medical staff and caregivers.
- A schedule of daily activities and social events.
- Dining menu options and meal times.
- Information on visiting hours for family and friends.
- A guide to our on-site amenities.

In the coming days, our staff will meet with you to finalize your personalized care plan. If you have any questions or need immediate assistance, please do not hesitate to speak with your primary nurse or contact the front desk at [Phone Number].

We look forward to getting to know you and providing the high-quality care you deserve.

Sincerely,

[Signature]
[Name of Administrator/Director]
[Facility Name]