

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Dear [Patient Name],

Welcome to [Practice Name]. We are honored that you have chosen our Elite Concierge Care program for your personal healthcare needs. Our mission is to provide you with a level of medical attention and service that is tailored specifically to your lifestyle and wellness goals.

As a member of our concierge program, you now have access to the following exclusive benefits:

- **Direct Physician Access:** You may reach [Doctor Name] directly via [cell phone/private email] for urgent concerns.
- **Extended Appointments:** Enjoy unhurried visits that allow for comprehensive discussion and planning.
- **Same-Day or Next-Day Scheduling:** Priority booking for all your medical consultations.
- **Coordination of Care:** Personalized management of specialist referrals and hospital transitions.
- **Annual Wellness Planning:** A customized health roadmap developed during your comprehensive annual physical.

To get started, please find enclosed your membership ID card and a guide on how to access our private patient portal. We recommend scheduling your initial "New Member Wellness Consultation" at your earliest convenience so we can establish your baseline health profile.

If you have any immediate questions, please contact your dedicated Patient Liaison, [Liaison Name], at [Phone Number].

We look forward to partnering with you to achieve your highest level of health and vitality.

Warmly,

[Physician Signature]

[Physician Name, Title]

[Practice Name]