

[Date]

Dear [Patient Name],

Welcome to [Clinic Name]. We are pleased you have chosen our digital clinic for your healthcare needs. Our goal is to provide convenient, high-quality medical care through our virtual platform.

**Your Account Details:**

- **Patient Portal:** [Link to Portal]
- **Username:** [Username/Email]

**Next Steps:**

1. Log in to the patient portal to complete your medical history forms.
2. Upload a copy of your photo ID and insurance card (if applicable).
3. Schedule your initial consultation via the "Appointments" tab.

**How to Access Care:**

All appointments are conducted via secure video link. You will receive a meeting link via email 15 minutes before your scheduled time. Please ensure you have a stable internet connection and a private space for your visit.

If you have any questions or need technical support, please contact us at [Phone Number] or [Support Email].

We look forward to meeting you virtually.

Best regards,

[Sender Name/Clinic Director]

[Clinic Name]

[Website Address]