

[Date]

Dear [Patient Name],

Welcome to [Clinic/Provider Name]. We are pleased you have chosen our telehealth services for your medical consultation.

Your appointment is scheduled for:

- **Date:** [Date of Appointment]
- **Time:** [Time of Appointment]
- **Provider:** [Provider Name]

How to Join Your Consultation:

At the time of your appointment, please click the link below to enter our secure virtual waiting room:

[\[Insert Link Here\]](#)

Preparation Checklist:

- Ensure you have a stable internet connection.
- Use a device with a working camera and microphone.
- Find a quiet, private space for your conversation.
- Have a list of your current medications and any symptoms ready.

If you have any technical difficulties or need to reschedule, please contact our office at [Phone Number] or [Email Address].

We look forward to seeing you online.

Best regards,

[Your Name/Signature]

[Clinic Name]

[Website Address]