

Welcome to [Practice/Clinic Name]

Dear [Client/Patient Name],

We are looking forward to meeting you for your first appointment on [Date] at [Time]. We understand that a first visit can sometimes feel overwhelming, so we have outlined what you can expect during your time with us.

Arrival and Check-In

Please arrive [Number] minutes before your scheduled appointment time to complete any remaining paperwork. Please bring your [ID/Insurance Card/Referral Forms].

What Happens During the Appointment

- **Initial Consultation:** You will meet with [Provider Name] to discuss your history and the reasons for your visit.
- **Assessment:** We will conduct a thorough evaluation to understand your specific needs.
- **Goal Setting:** Together, we will outline a preliminary plan or discuss the next steps for your care.

Duration

Your first session will last approximately [Number] minutes.

Location and Parking

Our office is located at:

[Full Address]

[Parking Instructions, e.g., Free parking is available behind the building].

Cancellation Policy

If you need to reschedule, please notify us at least [Number] hours in advance to avoid a cancellation fee.

If you have any questions before your visit, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Practice Name]