

Dear [Patient Name],

Welcome to [Clinic Name]! We are honored that you have chosen us to partner with you on your aesthetic journey. Our mission is to provide personalized, high-quality dermatological care to help you look and feel your absolute best.

Your Upcoming Appointment

Date: [Date]

Time: [Time]

Provider: [Provider Name]

What to Expect

During your initial consultation, we will perform a comprehensive skin analysis and discuss your aesthetic goals. Together, we will create a customized treatment plan tailored to your unique skin type and lifestyle.

Patient Portal & Paperwork

To ensure a smooth check-in process, please complete the following steps before your arrival:

- Fill out the New Patient Intake Forms via our online portal: [Link]
- Bring a valid photo ID and a list of your current skincare products.
- Arrive 15 minutes prior to your scheduled time.

Pre-Treatment Instructions

For the best results, please avoid the following for 48 hours before your visit:

- Direct sun exposure or tanning beds.
- Retinols or aggressive chemical exfoliants.
- Anti-inflammatory medications (like Ibuprofen) if you are receiving injectables, unless medically necessary.

Location & Parking

Our clinic is located at [Clinic Address]. [Insert Parking Instructions, e.g., Free parking is available in the rear lot].

Cancellation Policy

We value your time and ours. If you need to reschedule, please provide at least [Number] hours' notice to avoid a cancellation fee of [Amount].

We look forward to seeing you soon and helping you achieve your skincare goals.

Warmly,

The Team at [Clinic Name]

[Phone Number]

[Website URL]