

[Date]

Dear [Patient Name],

Welcome to [Clinic Name]! We are pleased that you have chosen our office for your chiropractic care. Our goal is to help you achieve your health and wellness objectives through natural, non-invasive care.

To prepare for your first visit, please note the following:

- **Arrival:** Please arrive 15 minutes early to complete your intake paperwork.
- **Documentation:** Bring your photo ID and your insurance card (if applicable).
- **Attire:** We recommend wearing comfortable, loose-fitting clothing.
- **Initial Exam:** Your first appointment will include a comprehensive consultation, physical examination, and, if necessary, an initial adjustment or X-rays.

If you need to reschedule, please provide at least 24 hours' notice to avoid a cancellation fee.

We look forward to meeting you and helping you feel your best.

Sincerely,

[Doctor Name/Clinic Staff]

[Clinic Name]

[Phone Number]

[Website/Email Address]