

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Dear [Patient Name],

Welcome to [Name of Chemotherapy Center]. We are writing to formally introduce you to our facility and our dedicated oncology team. Our goal is to provide you with the highest quality of medical care and emotional support throughout your treatment journey.

At [Name of Chemotherapy Center], we understand that this is a challenging time. We offer a range of services designed to assist you, including:

- Advanced infusion therapy administered by certified oncology nurses.
- Personalized treatment planning with your Oncologist.
- Nutritional counseling and pain management support.
- Access to social workers and counseling services for emotional well-being.

Your first appointment is scheduled for [Date] at [Time]. Please arrive 15 minutes early to complete any necessary paperwork. We encourage you to bring a list of your current medications and a support person to accompany you.

Our team is here to answer any questions you may have regarding your treatment, side effects, or scheduling. You can reach our patient support line at [Phone Number] or via email at [Email Address].

Please know that you are not alone. We are committed to supporting you every step of the way.

Sincerely,

[Name of Director/Coordinator]

[Title]

[Name of Chemotherapy Center]