

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Dear [Patient Name],

Welcome to [Urgent Care Clinic Name]. Thank you for choosing us for your immediate healthcare needs. We are committed to providing you with fast, high-quality medical care in a comfortable environment.

To ensure your first visit goes smoothly, please remember to bring the following items:

- A valid government-issued photo ID
- Your current insurance card
- A list of current medications and allergies
- Method of payment for your co-pay or self-pay fee

Clinic Information:

Location: [Clinic Address]

Hours of Operation: [Hours, e.g., Mon-Sun, 8am - 8pm]

Phone Number: [Phone Number]

Website: [Website URL]

We offer on-site services including X-rays, lab testing, and treatment for minor illnesses and injuries. No appointment is necessary, but you can check in online at our website to reduce your wait time.

If you have any questions before your visit, please do not hesitate to call our office.

Sincerely,

The Staff at [Urgent Care Clinic Name]

[Clinic Management Name/Title]