

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Dear [Patient Name],

Thank you for choosing [Facility Name] for your recent medical needs. We are pleased to welcome you as a new patient to our urgent care center.

Our mission is to provide high-quality, compassionate healthcare when you need it most. We understand that medical concerns can be stressful, and we appreciate the trust you placed in our clinical team during your visit.

For your convenience, we would like to remind you of our service features:

- **Operating Hours:** [Insert Hours, e.g., 8:00 AM - 8:00 PM daily]
- **Online Check-In:** You can save your spot in line via our website at [Website URL].
- **Services Offered:** We provide treatment for non-life-threatening illnesses, injuries, X-rays, and lab testing.
- **Patient Portal:** Access your lab results and visit summaries at [Portal Link].

If you have any follow-up questions regarding your recent treatment or if there is anything we can do to improve your experience, please contact us at [Phone Number].

We wish you a speedy recovery and look forward to serving you again should the need arise.

Sincerely,

[Staff Name/Administrator Name]

[Title]

[Facility Name]