

[Date]

To the family of [Patient Name],

Welcome to [Hospice Agency Name]. We are honored that you have chosen us to care for your loved one during this time. Our primary goal is to provide comfort, dignity, and support to both the patient and their family members.

Our interdisciplinary team is here to assist you. This team includes:

- Physicians and Nurses
- Hospice Aides
- Social Workers
- Chaplains or Spiritual Counselors
- Trained Volunteers
- Bereavement Coordinators

We provide 24-hour support. If you have any questions, concerns, or if there is a change in your loved one's condition, please call our 24/7 clinical line at: **[Phone Number]**.

Enclosed in this packet, you will find information regarding your rights and responsibilities, medication management, and what to expect in the coming days. Your assigned Case Manager will be visiting shortly to create a personalized plan of care.

Please know that you are not alone. We are here to walk this journey with you.

Sincerely,

[Name/Signature]

[Title]

[Hospice Agency Name]