

[Date]

Dear [Family Name/Patient Name],

Welcome to Palliative Care Services

We would like to welcome you to our Palliative Care program. Our goal is to provide an extra layer of support for you and your loved ones during this time. We focus on improving quality of life by managing symptoms and providing emotional and spiritual support.

Your Care Team

Our multidisciplinary team includes doctors, nurses, social workers, and chaplains. We work alongside your primary physicians to ensure your comfort and dignity are the highest priority.

What to Expect

- **Pain and Symptom Management:** Expert care to relieve pain, shortness of breath, fatigue, and nausea.
- **Communication:** Open discussions about goals of care and treatment options.
- **Family Support:** Resources and counseling for family members and caregivers.
- **Coordination of Care:** Seamless communication between all your healthcare providers.

Contact Information

If you have questions or need assistance, please contact us at:

Office Phone: [Phone Number]

After-Hours Line: [Phone Number]

Email: [Email Address]

We are honored to be part of your care team. Please let us know how we can best support you.

Sincerely,

[Signature]

[Name of Program Director/Lead Clinician]

[Facility Name]