

[Practice Name]
[Practice Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

Dear [Patient Name],

Welcome to [Practice Name]. We are pleased to partner with you on your journey toward optimal health and wellness through functional medicine.

What is Functional Medicine?

Functional medicine is an evolution in the practice of medicine that better addresses the healthcare needs of the 21st century. By shifting the traditional disease-centered focus of medical practice to a more patient-centered approach, functional medicine addresses the whole person, not just an isolated set of symptoms.

Your Initial Consultation

Your first appointment will last approximately [Duration] minutes. During this time, we will review your personal and family history, lifestyle habits, and current health concerns in detail to identify the root causes of your symptoms.

Action Items Before Your Visit:

- **Patient Intake Forms:** Please complete the digital intake forms sent to your email at least [Number] days before your appointment.
- **Medical Records:** Please upload or fax any recent lab results or specialist reports from the last 12 months.
- **Current Supplements:** Please bring a list of all current medications and supplements, including dosages.

What to Expect Next:

- **Advanced Testing:** We may recommend specialized functional testing (blood, saliva, stool, or urine) to gather deeper data.
- **Collaborative Care:** We will work together to create a personalized nutrition, lifestyle, and supplement plan.
- **Follow-Up:** Lasting change takes time. Most patients require [Number] follow-up visits over the first [Number] months.

Office Policies:

Please note our [Number]-hour cancellation policy. If you need to reschedule, contact us by [Time] on the business day prior to your appointment to avoid a fee.

We look forward to meeting you and helping you achieve your health goals.

Sincerely,

[Provider Name/Signature]

[Title]

[Practice Name]