

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

Welcome to the First Steps Recovery Program. We are honored that you have chosen us to support you on your journey toward healing and sustainable recovery.

Our mission is to provide you with a safe, compassionate, and structured environment. During your time here, you will have access to a dedicated team of professionals committed to helping you build the foundation for a healthier future.

Your First Steps:

- **Orientation:** You will meet with your primary counselor on [Date] at [Time] to review your personalized treatment plan.
- **Program Rules:** Please review the attached handbook regarding community guidelines and daily schedules.
- **Support Services:** Our staff is available 24/7 to assist with any immediate needs or concerns.

We understand that the first few days can be a period of significant adjustment. Please remember that you are not alone, and every step you take forward is a victory.

Once again, welcome to the community. We look forward to working alongside you.

Sincerely,

[Staff Name]

[Title]

First Steps Recovery Program