**DOCTOR APPOINTMENT LETTER**

Dear Mrs. Payne,

We would like to take this opportunity to welcome you and your family as new patients of Dr. Ruth Martin. Dr. Martin has been practicing family medicine for 18 years and is a highly valued member of our medical staff. You may learn more about Dr. Martin. We invite you to call us with any questions you may have regarding your scheduled visit or our staff.

This letter is to remind you of the appointment you scheduled with Dr. Martin for your children on June 10, 20XX, at 2:30 pm. We have the following children scheduled for a physical and wellness exam: George Payne, age 12, Liza Payne, age 8, and Jeffery Payne, age 5. We are enclosing a medical questionnaire for each child. Please fill out the forms completely and bring them with you to your appointment. We ask that you fill out the medical release of information forms for each child as well so that we may obtain their medical records from their previous doctor.

In addition to the above, you will need to bring the shot records for each child, any documentation you have that relates to health concerns, your insurance card, and your driver’s license. We would like you to arrive at our office 15 minutes prior to your scheduled appointments. This will give us the time needed to go over our offices policies, collect the paperwork, and to make copies of your insurance card and driver’s license.

At Family Practice Associates, we are highly dedicated to our patients. Thank you for choosing Dr. Martin as your family’s new physician. Please feel free to contact a member of our staff if you have any questions or concerns prior to your scheduled appointment. You may send an email to **[email]** or you may call us at **(555)**-555-5555. Again, welcome to our practice.

Sincerely,

Jennifer Stream

Office Manager