**Shayna Booker**

City, State, Zip Code

Home: 000-000-0000 Cell: 000-000-0000

Dear Mr. Killian,

It was a pleasure to speak with you today and welcome to the community of Baltimore! This letter is to remind you the appointments for you your wife and your son that you scheduled for July 21 20XX at 2.30 p.m.3.00 p.m. and 3.30 p.m. respectively. Dr. Tort is proud that you chose this practice to be the one that looks after your family for many years to come.

Enclosed you will find sets of forms that must be filled out completely for yourself your wife Henrietta and your son Jason. Please remember to fill out the medical release forms for each of your family members completely so that we may easily get your medical records from your previous doctor. If you have any questions at all please feel free to call me at 000-000-0000 Monday through Friday from 830 a.m. to 440 p.m.

 We will also need your child’s vaccination history your health insurance cards and your driver license. Please plan on arriving at least 15 minutes prior to your first appointment to make it easier for us to process paperwork quickly and get you in to see Dr. Tort right away. Our dedication to our patients is well-known throughout the Baltimore area. If you need any more information on our practice.

We look forward to seeing you and your family!

Sincerely,

Shayna Booker