

DATE

Dear _____,

We are delighted to welcome you to our dental family. Ensuring your satisfaction is the top priority of our practice! We hope that we exceeded your expectations and look forward to creating a lasting relationship with you. The best compliment you can give us is the referral of your friends and family. We promise to take great care of them as well.

We would also like to take this time to introduce _____, our Patient Coordinator. As your personal coordinator, you can expect to hear from _____ from time to time to coordinate your appointments and assist you in staying on track with achieving your oral health goals. Should you require assistance, _____ is available by telephone (123-456-7899) and email (info@yourdentist.com).

We look forward to seeing you again at your next appointment on month/time.

Many Thanks,

Dentist NAME