

Dr. Joseph G. Vaughan, DDS
294 Seneca Trail
Roncerwerte, WV 24970

{SysDate}

{PatFName} {PatLName}
{PatAddr}
{PatCity} {PatState} {PatZip}

Dear {PatFName},

On behalf of the team and myself, we would like to welcome you to our practice. We are pleased that you have chosen us as your dental care team and want you to know that we are committed to providing you with the highest quality dental care in the most gentle, efficient and enthusiastic manner possible!

Your initial appointment was used for us to obtain a complete dental history and evaluate your present dental condition. The ultimate goal of our office is to preserve your natural teeth for life and maintain your oral health at an optimum level. This can easily be achieved with regular dental check-ups and proper hygiene which are recommended on an individual basis.

Our team welcomes questions and we encourage you to voice any concerns you may have regarding a treatment plan, financial arrangement, or just general interest about the latest in dental technology. We understand the comfort, good appearance and economy are prime concerns and we will do our utmost to ensure that these needs are met.

We look forward to not only a long-term professional relationship, but a lasting friendship as well.

As always, if you have any questions or need any assistance, please do not hesitate to call us.

Sincerely,

Dr. Joseph G. Vaughan & Staff