[Name] Dental Practice

[Address]

[Address]

[Address]

[Telephone no.]

[Email address]

Dear [Name of New Patient],

Welcome to [Name] Dental Practice. We are delighted to see you whether you are new to the area, have not visited the dentist for a while or are just looking for a change. Now that you have registered with this practice you will have been given an appointment for a new patient dental examination.

Our aim is to provide the best possible care for you, starting with this examination and continuing by providing care that is specific to you. We will provide regular advice and information on preventive care in addition to providing any required treatment; by working together we can help minimise dental problems and unnecessary treatment.

At this practice we offer both NHS and private care. You will have the option of joining [Name] Private Dental Plan, which allows you to spread the cost of private treatment. Any treatment required and any charges to be incurred will be estimated, discussed and agreed with you in advance. All NHS patients are eligible for a free 6-monthly check-up.

To make an appointment, please contact us on [Insert telephone number] or call into the practice in person. Please note that if you cannot attend an appointment, we ask that you let us know at least 24 hours in advance. A charge may be made if no prior notice is given.

A practice information leaflet is enclosed for your information. However, if you have any further questions, please do not hesitate to contact our receptionist, who will be happy to help. Alternatively, visit our website [include website address] for more information.

We welcome feedback about our services. If you have any suggestions, or are not happy about something, please let us know.

Yours sincerely,