

Professional New Patient Appointment Request

Subject: New Patient Appointment Request

Dear [Dental Office Name/Doctor's Name],

I am writing to request an appointment as a new patient at your dental practice. I recently moved to the area and am seeking a reliable dental care provider for routine maintenance and any necessary treatments.

I would prefer an appointment within the next two weeks if possible, though I understand that scheduling may require flexibility. My availability is generally [mention your available days/times]. I have dental insurance through [Insurance Provider] and can provide all necessary documentation upon arrival.

I have not experienced any immediate dental concerns, but it has been [time period] since my last cleaning and examination. I would appreciate a comprehensive evaluation during my initial visit.

Please let me know your earliest available appointment and any forms I should complete prior to my visit. I can be reached at [phone number] or [email address].

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]

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