**[Date]**

**[Healthcare Organization]**

**[Street Address]**

**[City, State, Zip]**

Dear **[Patient]**,

We are pleased to announce that **[Healthcare Organization]**’s new **[Name of Portal]** is coming soon. This online tool gives you the flexibility to access your health information and other resources on your time and between visits to the **[Healthcare Organization]**. The **[Name of Portal]** is available over the internet, which means that you can use it from virtually anywhere. You can also use the **[Name of Portal]** to access information for family members and individuals for whom you provide care if given permission.

As a patient of **[Healthcare Organization]**, enrolling in the **[Name of Portal]** will allow you to:

* Securely message your provider.
* Self-schedule or request appointments.
* Access billing statements and submit online payments.
* Review your test results.
* Update personal information.
* Request prescription renewals.
* Attend virtual visits
* Pre-register for your visit and complete online forms.
* Review current stay information, visit history, and discharge instructions.
* See all clinical and long-term care social appointments (e.g., hairdressing) in a single calendar view.

Also, the **[Name of Portal]** is completely secure, so you can be confident that your private information is protected. Only you – or an authorized family member – can access your **[Name of Portal]**.

We hope this new tool will help you take an active role in your healthcare. For more information, including enrollment details, please contact **[Office]** or visit our website at **[Website]**.

Sincerely,

**[Healthcare Organization]**