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[Sender's Name]

[Sender's Address]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Recipient's Address]

Dear [Dr.] [Name of the recipient],

Thank you for referring my dental clinic to Ms. Julie. The kind act of yours has certainly helped my clinic's business. Thank you for that. After examining her teeth, I found out that she has dental cavities. For that, I have set a treatment plan and also set a date to get her cavities treated. Please be assured that I will provide top-quality dental services to your patient.

One thing that I like about your patient is that she follows instructions carefully. I like patients who do the same and this makes my job easy. I also assure you that if any one of my patients requires the services that you offer, I will certainly recommend your name. If you have any patients that require similar services, let me know. I thank you again for recommending my services to Ms. Julie. Looking forward to meeting you one fine day.

Yours truly,

[Your Name]

[Contact Number]

[Email Address]

