

Sender's Address

Sender's Email Address

Date

Receiver's Name

Receiver's Job Title

Name of the Hospital

Hospital's Address

Subject: Thank You Letter

Dear ABC,

Hi, I hope this letter finds you and your colleagues in a good health. Through this letter, I and my family would like to thank you for your and your team's excellent care and kindness in my father's treatment.

He was served best by your team. During his hospitalization, your team helped him and kept his morale strong.

Through this letter, we would like to express our appreciation to all of you and would like to thank you once again.

Sincerely,

XYZ (Your Name)