

[Sender's Name]

[Sender's Address]

Date:

[Recipient's Name]

[Recipient's Address]

Subject:

Dear _____ [Recipient's Name]

I want to take this opportunity to thank you for being an excellent patient during the time that you have been with us. You have been one of the top patrons of our services _____ (name of the service) and I personally thank you for that. In fact, you were one of the few patients who did not make a fuss and followed our instructions obediently.

If you find any of your dear ones looking for the same service, we would be privileged to provide the best care that is possible.

Sincerely,

Dr. _____ (Name)

Signature