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| --- | --- |
| ***Yellow text on a black background  Description automatically generated with medium confidence*** |  |

Name of the Sender

Sender’s Address

Date\_\_\_\_\_\_\_\_\_\_\_\_(of writing the letter)

Name of the Recepient

Recepient’s Address

Subject:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of the recipient),

I want to take this opportunity to thank you for being an excellent patient. You have been the most supportive patron of our services here at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of the practice). We look forward to helping you and your family in the future as well.

Again, please accept my genuine gratitude together with this little gift which we hope you would appreciate.

Sincerely,

Dr.\_\_\_\_\_\_\_\_\_\_\_\_\_(Your Full Name)