

MAIL to SELF

Name of the Sender

Sender's Address

Date _____ (of writing the letter)

Name of the Receptient

Receptient'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)