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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),

We at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of the practice) would like to thank you for the trust you put in our abilities to take care of your ailments. We wish you a speedy recovery and hope to see you hail and hearty in the near future.

You were an ideal patient during the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of the procedure/ surgery), keeping your calm in all instances. Thank you for choosing our services.

We hope to assist you and your family in the future with anything.

Please feel free to recommend us to your friends and family, and we promise to take care of them just like we did for you. For any questions, please feel free to contact me at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ anytime. Thanking you in advance!

Yours Sincerely,

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

(Website/Email)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Social Media Account)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Information)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_