

YOUR NAME
ADDRESS
CITY, STATE ZIP
E-MAIL: NAME@NAME.COM

(XXX) XXX-XXXX

FAX (XXX) XXX-XXXX

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Name
Address Line
City, State Zip Code

Re: Offer Thank You to a Doctor

Dear Dr. Name:

I wanted to offer you my thanks for the excellent medical care I received during my stay in Name Hospital. You are a wonderful doctor and I truly appreciate the care and concern you exhibited towards me as your patient.

Keep up the good work!

Sincerely,