

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

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Address Line		
City, State Zip Code		

Re: Issue Directive to Establish, Change, or Reaffirm Procedures

Dear :

There have been many questions concerning the procedures involved in pulling a tooth. This is a very simple procedure, however, many people have questions of when to pull the tooth, how much Novocain to use, and whether to use a gentle pull or a quick yank. Therefore, I have included an original list of procedures. Please take a close look at these procedures, for some things have changed.

If you have any questions, please do not hesitate to contact me.

Sincerely,

N A M E