

Title

Date

«Addressee»
«Address»
«Address_2»
«City», «StateRegion» «Postal_Code»

Dear «Salutation»,

Thank you for choosing <NAME OF INSTITUTION> for your health care needs. I hope that your experience at <NAME OF INSTITUTION> fulfilled your expectations for quality care with a personal touch.

As a way to introduce you to <NAME OF INSTITUTION> and the history of service to the community, I have included here a copy of our most recent Annual Report. In it you will read about some of the changes that are now underway at <NAME OF INSTITUTION> and learn why so many members of the community come to us for their care.

<NAME OF INSTITUTION> has served the region for over eighty-years, and we are proud of the care we provide to every patient. Whether they are here for orthopedic surgery or for immediate treatment in our Emergency Room, the patient comes first. The hospital began with a gift from _____. She launched a rich tradition of caring and sharing that continues to this day.

I sincerely hope that <NAME OF INSTITUTION> is your hospital of choice for your future health care needs.

Sincerely,

John _____, MD
President and CEO