[INSERT CURRENT DATE]

[INSERT ADDRESS FIELDS]

Dear [INSERT FIRST NAME FIELD]:

The enclosed document is an informational newsletter published by Shepherd Bay Medical Center. We would like to make this a regular publication that focuses on health-related topics. To ensure that it is as helpful as possible, we are soliciting feedback from potential readers. Would you have a moment to give me your opinion regarding the newsletter’s content and layout? My office is located at the North Clinic. You can reach me from noon to 5 P.M. at 555-5555.

Sincerely,

Joel Conchola

Public Outreach Specialist