

June 26, 2010

«AddressBlock»

Dear «First_Name»:

Enclosed you will find 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 South Clinic. You can reach me everyday from noon to 5 P.M. at 555-5555.

Sincerely,

Scot Anderson

Public Outreach Specialist