

SAMPLE LETTER
ON EXAMINING DOCTOR'S LETTERHEAD

Date:

Dear Debbie,

On (DATE) Dr. _____ (or Drs. _____) was evaluated in his/her office. The doctors and facility passed the anesthesia recertification. Enclosed please find the respective, completed checklist.

If I can be of further service, please advise.

Sincerely,

John Doe, D.M.D. Enclosure