

Sender's Full Name

Sender's address

Date

Address of the Receiver

Dear _____ (Name of the Recipient),

I am quite impressed with your patience and kindness when I learned the not-so-good news about the condition of my teeth. It was tough for me to know that a couple of them needed to be pulled! I would like to thank you for studying my X-rays in detail and then explaining the problem. I would also like to appreciate how fast you were able to respond to all my queries.

Regards,

----- (Sender's Name)