



## **Model Patient Referral Thank-You Letters**

Version 2: Use this version if you have staff members

Date

Name

Address

City, State Zip

Dear Mr./Ms. \_\_\_\_\_:

Thank you for referring \_\_\_\_\_ to our office for eye care. We value your referrals of friends and family very highly because it tells us you were pleased with the services you received at [INSERT PRACTICE NAME]. Your trust and confidence means a great deal to us. Rest assured that we will provide the very best care possible to anyone you send to us.

A [Wal-Mart/SAM's CLUB] gift card is enclosed as a small gesture to say "thank-you" for recommending our practice. We look forward to seeing you again for whatever eye care or vision care services you might need.

Sincerely,

Your Name, O.D. and Staff