

Cover Letter Sent with Referral Slips to Referring Dentists

Dear Dr. _____,

Enclosed for your patients' convenience are referral forms to our office. Please note the treatment you'd like your patient to receive, and we will take care of them with the same top-quality care they would receive in your office.

You can rest assured that if you refer a patient for a particular procedure rather than for on-going care; once we complete our work, he or she will be advised to return to your office for further care including hygiene visits. If you prefer that a patient remains with our office, please mention that on the referral slip; and we will honor your instructions.

The map on the reverse side of the referral slips will make it easy for your patients to find our office. We appreciate the confidence you express in us by the referral of some of your patients. We are pleased for opportunities to work with you, your staff, and the patients you send to our office. Please call with questions or concerns.

Sincerely,

Dr. Joanne Doe and Staff