

Date

Full Name, MD

Street Address

Houston, Texas 77004

Esteemed colleague,

I have recently become a new member of the Harris County Medical Society, and would like to introduce myself and practice by sending you this announcement.

My associates and I have opened a new office centrally located with accessible complimentary valet parking. And we are accepting new patients!

Appointments can be made by phone or online, as well as completing all necessary forms, allowing us to verify insurance before the scheduled appointment.

Our staff is available for extended office hours, open seven days a week, and we have a no waiting policy.

We offer state of the art equipment and our laboratory is on site. All results are discussed the next day with referring physicians.

You are invited to our upcoming Open House on (date and time). Please RSVP by contacting our office. Nutritious refreshments will be served!

And you are welcome to sign up for our quarterly newsletter at (website address) to receive helpful knowledge about healthy life style changes to share with patients!

I look forward to meeting you and becoming a part of the medical community.

Warm Regards,

Physician name, DO