

CITY CENTRAL MEDICAL CLINIC

123 Medical Plaza, Suite 400
Healthcare City, ST 12345
Phone: (555) 010-8888 | Fax: (555) 010-8889
Email: info@citycentralclinic.com

Administration Office:

Direct Line: (555) 010-8890
Office Hours: Monday - Friday, 9:00 AM - 5:00 PM
Contact Person: Clinic Administrator

Date: [Insert Date]

To: [Recipient Name]
[Recipient Address]
[City, State, Zip]

RE: [Subject of Letter]

Dear [Recipient Name],

[Type the body of your letter here.]

Sincerely,

[Signature]
[Name of Sender]
[Title/Position]