

Thank-You Letter to Referring Dentists or to Referring Physicians

Thank-You Note to Dentists

Dear Dr. _____, (Or use dentist's first name as a greeting if you prefer)

The sincerest compliment a dental practice can be given is a referral from another health care professional. We recently had the pleasure of seeing _____, a referral from your office, for _____ (treatment)

The diagnosis and planned treatment as well as the patient's name and the date of appointment in our office are on the enclosed label.* For your convenience, this can be attached to the patient's chart in your office, or it may be used to note the information on the patient's electronic record.

We appreciate your confidence and assure you that your patients will be treated with the same skill, care, and judgment they receive in your office. Thank you.

Sincerely,

Dr. John Doe and Staff

**The 2" x 3" label can be imprinted so there is room to record the patient's name, date of appointment in your office, your diagnosis, and treatment received. Also include your name, office telephone number, and email address.*

Thank-you Note to Physicians

Dear Dr. _____ (or use physician's first name as a greeting if you prefer)

On (date) we had the pleasure of seeing Nancy P. Lipscomb whom you referred to our office. I am pleased to report we found no caries or other dental problems. Nancy has been set up for a six-month recare appointment. (Or if treatment was needed, include a brief diagnosis with notes about the treatment delivered.)

Thank you for this referral, William. We appreciate your confidence. Please contact us again when we can be of service to you, your staff, or another patient or answer any questions or concerns you may have about dentistry in general.

Sincerely,

Dr. John B. Doe