Dear Patient,

As a former patient of <doc name>, we would like to introduce our new provider, <provider name, credentials>. Dr. <last name> is board certified in <specialty> and will join our office <date>. <He/she>will be available to see current patients and will accept new patients.

We encourage you and your family and friends in need of a physician to call our office and schedule an appointment with Dr. <last name>.

Thank you for entrusting McLaren with your care, and we hope to see you soon.

Sincerely,

McLaren Medical Group

<Office name>

<Street address>

<City, State Zip>

<Phone>