

July 20, 2012

«FirstName» «LastName», «Credentials»

«Street»

«City», «State» «Zip»

Dear «FirstName»,

It is my pleasure to welcome you to the **Sports Medicine Clinic of Conway** where we offer the finest care to athletes and active people in the central region of Arkansas. Our reputation is built on the experience and training of highly skilled Physical Therapists and Athletic trainers like you.

The demand for our services has exceeded our abilities in the past year, so our administration has gladly invested \$190,000 in the clinic so that we can hire the best Physical Therapists around. We are eager to see you in the clinic «Days_Working» to work with patients and consult with doctors.

If you have any questions about the employment resources available at the Sports Medicine Clinic, please don't hesitate to ask. Again, we look forward to seeing you in three weeks!

Sincerely,

<Insert your name here>

Business Manager



Sports Medicine Clinic of Conway
2349 W. Main Street
Conway, AR 72032
(987) 555-9654

