

Tranquil Minds



Dr. Name
Practice Name
Address
City, State ZIP

Hello Dr. _____

My name is Kathleen Salvatore, M.D. I'm a fellow psychiatrist in Harlingen. I was given your name by a mutual acquaintance (or friend), _____.

I have served as clinical assistant professor for The University of Texas Health Science Center at San Antonio since _____. I also worked as _____ at _____. I was able to open my own practice, Tranquil Minds, in June of 2004. Recently, I left _____ to dedicate myself to the practice full time.

I understand you are planning to retire. Let me say congratulations and best wishes on your future endeavors.

I also understand that we have similar approaches in our practice and I was hoping you would consider me as a referral for your patients. I believe I could help by making their transition as comforting as possible and would continue to serve them with the same compassionate care.

Thank you for this consideration and please feel free to contact me at your convenience. I look forward to speaking with you in hopes that I can be of assistance as you begin your retirement.

Warm regards,