

February 19, 2017

Yosemite J Sam
123 Looney Tunes Way
Hollywood, CA 12345

Dear Mr. Sam,

I feel very blessed to have experienced the privilege of participating in the care of many thousands of wonderful patients like yourself during my career, and hope that you feel that I have contributed in some small way to your continued good health. I have greatly enjoyed the longitudinal relationships that I have built with my patients over the years, but consequently find that I am spending a growing amount of my time interacting with individuals who now have stable metabolic problems and whom I have trained to manage their own diabetes quite competently, while new patients with potentially serious problems like thyroid cancer must wait several weeks to be seen for the first time.

I have been working closely with (*name of extender*) to manage a large number of patients with complicated diabetes mellitus. (*name of extender*) is extremely bright, conscientious, and compassionate, and I feel quite confident in stating that (*his/her*) knowledge and ability to evaluate and manage complicated diabetes and other associated endocrine/metabolic problems is outstanding (after all, I trained (*him/her*!)). (*He/she*) has graciously agreed to accept the responsibility for ongoing routine management of your diabetes and other Endocrine problems, under my personal ongoing supervision, which will free up some time on my schedule during office hours to see patients with more acute concerns who need sophisticated endocrinology specialty diagnostic evaluations.

Please call our office and schedule an appointment with (*name of extender*) in the next 1-2 months for comprehensive endocrine evaluation. Please remind our staff to block one full hour in order for (*him/her*) to review your entire history, perform an examination of relevant areas, and discuss your ongoing management plans with me. We wish you the best of continued good health, and will look forward to seeing you then.

Sincerely,

Bill Law Jr., MD, FACE, FACP
Professor of Medicine and Chief, Section of Endocrinology
University of Tennessee Graduate School of Medicine at Knoxville
Past President, American Association of Clinical Endocrinologists
Past President, American College of Endocrinology