October 5, 2022

**Confidential**

Dr. Bill Gates (Remove the title “Dr.” if not sending to a doctor)

4321 Waverly Lane

Overland Park, KS 66210

RE: **(Patient’s last name, first name)**

DOB: 2/11/1984

Dear Dr. Gates,

As part of our commitment to providing the highest quality patient care possible, and as part of the educational experience at the Cleveland University Chiropractic Health Center, we train our chiropractic interns on how to co-manage patient care and how to effectively communicate with other healthcare providers. This letter has been sent to you today with authorization of the **(patient/client)**.

Your (**patient/client)**, presented to our Health Center on **(date of exam)** with a reported chief complaint of **(chief complaint**). A history and physical examination were performed and imaging (**was/was** **not)** taken. Our current working diagnosis is **(list primary diagnosis)**.

At this time, our expected course of care includes a trial of **(total # of visits)** visits to decrease pain and improve function**.** Treatment will include **(planned procedures** **and** **modalities)**. The patient will be seen **(frequency)** for **(duration)** with an anticipated re-exam date of **(re-exam date).** The patient will be asked to perform **(homecare or lifestyle recommendations)**.

It is anticipated that the patient will return to MMI **(date or timeframe)**. If the initial course of care is successful, the patient will be encouraged to continue to MMI, and will subsequently be referred back to you for future considerations.

The Cleveland University Health Center looks forward to working with other healthcare providers in the best interests of our patients. Thank you for allowing us to share in caring for your **(patient/client)**. Please feel free to contact our office with any questions.

Sincerely,

Dr. (First Name Last Name), D.C.

Intern (First Name Last Name)