

# Sam Walker, M.D.

AESTHETIC & RECONSTRUCTIVE SURGERY

123 Your Street  
Your City, ST 12345  
(123) 456-7890      no\_reply@example.com

---

Black Transwomen Inc  
Trans Health Fund  
PO Box 118282  
Carrollton, TX 75011

4th September 2019

To whom it may concern,

Jane Doe is a patient of ours and is ready to proceed with gender affirming surgery on December 1, 2019. Her out-of-pocket expenses for the surgeon and the facility will be approximately \$1300. Payment can be made by credit card either online at somewhere.com/pay or over the phone at (123) 456-7890. The point of contact for payment is John Doe.

Please contact our office at any time if you have any questions or concerns.

Sincerely,



Sam Walker, M.D.

\*\*\*\*\* PLEASE FOLLOW THIS SAMPLE LETTER \*\*\*\*\*