June 23, 2016

ms. catherine ellis

1234 crestview lane

glen allen, va 23060

Dear Catherine:

On behalf of the staff of Dr. Block Pediatric Dental Center, I would like to remind you of our upcoming monthly informational session. We have prepared a long list of fun activities, games, and contests for you. Some of the exciting activities that I know you will enjoy include:

The next monthly session will feature a presentation by Ms. Rachael Matthews, Principal of Richmond Middle School. Her presentation on “What’s in Your Mouth?” will definitely bring lots of laughter from attendees. Details of our next informational session are as follows:

*Date: July 14, 2012*

*Time: 4:00 p.m.*

*Where: Dr. Block Pediatric Dental Center*

*James Building*

*Room 121*

*Richmond, VA 23060*

Dr. Block is pleased to let you know that he has reserved Ariat Lake Water Park for a fun day especially for his patients. Join us on July 5 at the park! Please see the following page for a detailed schedule.

Please call our office at (804) 555-1234 three days in advance to reserve a seat and a personalized water cup. I look forward to seeing you on July 14.

Sincerely,

Dr. Block