From,

Mrs Isabella,

Room no 9,

Wilson Health Clinic,

Houston

To,

Ms Stella,

Nurse,

Wilson Health Clinic,

Houston

Dear Ms Stella,

By the time this letter shall reach you I would be discharged. But, I never wanted to leave without having a word with you. I wish to make you known that you have done an excellent job of a nurse during my stay. I have suffered severe injuries during the accident and was uncertain as to when I shall recover from them. However, the service which you have discharged to me has been extreme soothing and calming on my injuries. It is a result of this that I have recovered within 10 days of the accident and can virtually feel the way I was before the accident.

With this letter, I wish to convey my heartfelt gratitude and appreciation for the services which you rendered to my wrecked health. I shall always be thankful for you. I wish you all the very best for your life and for your career.

Yours gratefully,

Mrs Isabella