From,

Dr Doolittle,

Get Well Soon clinic,

Sydney

To,

Mr Ronald,

Insurance agent,

ICUC Insurance Firm,

Sydney

Dear Mr Ronald,

This letter has been drafted to make you aware of the fact that the clinic which I have mentioned for insurance cover has been gathered by me. I have completed all the legal formalities and the clinic can now be covered under a relevant insurance scheme. We have discussed about the ICUC Platinum Insurance Scheme and I wish to take that scheme for my clinic.

I appeal you to get started for the formalities to be fulfilled for the acquisition of this insurance scheme for my clinic. The documents enclosed along with this letter include the topography of the clinic and the copy of the necessary documents to get the insurance scheme initiated. I appeal you to get this done at the earliest. I shall be waiting for your reply in this regard and convey me about any more requirements to be fulfilled for this purpose. Thanking you in anticipation,

Yours faithfully,

Dr Doolittle