**Sample letter to seek patients**

**Personalize this letter to let your local schools, youth clubs, food shelves, Head Start programs, and faith communities (for example) know about the services you will provide on Give Kids a Smile day. It’s always helpful to call the organizations, too, to discuss ideas for promoting your event to families in need.**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_:

Concerned about the growing number of children who are unable to access needed dental care, Dr. \_\_\_\_\_\_\_ will provide free dental care to less fortunate children on (date(s))\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. If your organization knows of children who would benefit from receiving free dental care, we would welcome the opportunity to work with you to serve these children. Please contact \_\_\_\_\_\_\_\_\_\_\_ at my office to learn more and to discuss appointment schedules. The \_\_\_\_\_\_ office is located at \_\_\_\_\_\_.

Dr. \_\_\_\_\_\_ is among hundreds of dentists across the state who are joining together to provide free dental care as participants in “Give Kids a Smile.” This program is part of a larger campaign being organized nationwide by the American Dental Association.

Patients seeking appointments should be under the age of 18 and accompanied by a parent or legal guardian. Information on specific services that will be provided will be outlined when an appointment is scheduled.

Thank you for your assistance.

Sincerely,

(Coordinator)