

APPENDIX 3: SAMPLE LETTER OF NOTIFICATION

Date

Mr. John Jones
414 River Road
Middletown, Illinois 60473

Dear Mr. Jones:

In response to your request for a peer review of the treatment your animal received from Dr. Peter Smith, the Peer Review Committee of the _____ has scheduled the review for July 7 at 7:30 P.M. at _____.

Enclosed is a form that authorizes the committee to examine your animal at the review. Please sign this form and return it as soon as possible.

If you have any questions or desire further information, please contact me as soon as possible.

Sincerely,

_____ Peer Review Committee Chair