



**UC San Diego**  
MEDICAL CENTER

July 12, 2010

Jane Smith

xxxx University Ave

San Diego, CA 92103

Dear Ms. Smith,

I am contacting you today from your providers' office at UC San Diego Medical Center. We have made several attempts to contact you concerning your health care and have been unable to do so.

We would like to schedule an appointment for you with your provider. At your earliest convenience please contact me at 619-xxx-xxxx. If you need to leave a message please give your name with your best contact number and time to call.

Sincerely,

Joe Smith  
Program Representative  
UC San Diego Medical Center