

February 15, 2010

Dear Client,

I am sending you this letter to announce that I am moving my office!

My new office location: 2222 S Dobson Road, Suite 1004 Mesa, AZ 85202

This new office is located on the west side of Dobson, between Baseline Rd and Guadalupe. It is part of the "Dover Shores" office complex. There are two entrances into the parking lot; I suggest you come in the southern one. Building 10 is a one-story building, located towards the back, on the south end of the parking lot. Please allow extra time the first time you come, because finding the right building in the complex will probably take a few minutes.

Our first day in the new office will take place on April 1,

**If you have an appointment scheduled in February or March, I will see you in the current office** (on Chandler Blvd). We will automatically transfer your chart to the new location; you do not need to take any action. If you have an appointment already scheduled after April 1<sup>st</sup>, you do not need to call and confirm- it will stay in the schedule unless you call to cancel it. My website, and telephone and fax numbers will stay the same.

I apologize for any inconvenience this move may cause you; I realize that for some people, this office is further away. If you find this new location unacceptable, let me know and I will help you transfer your care to another provider.

Sincerely,

Danielle Putrow