

Dr. Jane Doe, MD  
Endocrinology Specialist  
City Medical Center  
123 Main Street  
Anytown, State ZIP  
Phone: (555) 123-4567  
Email: jane.doe@endoclinic.com

June 22, 2024

Dr. John Smith  
Family Medicine  
Smith Family Clinic  
456 Elm Avenue  
Anytown, State ZIP

**Subject: Introduction as Endocrinology Specialist**

Dear Dr. Smith,

I am pleased to introduce myself as an Endocrinology Specialist at City Medical Center. My practice focuses on the diagnosis and management of a wide range of endocrine disorders, including diabetes, thyroid diseases, osteoporosis, and adrenal and pituitary conditions.

It is my goal to provide comprehensive and compassionate care tailored to each patient's needs. I value collaborative relationships with primary care providers and welcome the opportunity to support your patients who may require specialized endocrine evaluation and management.

Please feel free to contact me directly for any consultation or referral needs. I look forward to working together for the benefit of our community.

Sincerely,

Dr. Jane Doe, MD  
Endocrinology Specialist  
City Medical Center