

August 15, 2001

Donald Duck M.D.
The Hospital
1111 Some Street
Great City, XX 55555

Dear Dr. Donald Duck:

Thank you for your registration for our upcoming CME activity, [2nd Annual Pediatric Meeting](#), to be held on [November 30, 2001 - December 2, 2001](#) at [Wonderful Hotel Location](#).

You are registered for the following sessions:

[Award Dinner - Thursday Evening](#)
[Golf Tournament](#)
[The Second Pediatric Workshop \(B\)](#)
[The Third Pediatric Workshop \(C\)](#)

We look forward to seeing you. If you have any questions regarding your registration or the conference, please contact me at [555-555-5555](#).

Sincerely,

[Coordinator Name](#)
[Coordinator Title](#)

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