

[Date]

[Patient name]
[Street address]
[District · City]

Dear [Name],

Your knee assessment is confirmed for [date] at [time] with Dr. Abdirashid Ismail, Orthopedic Surgeon.

Please bring any X-ray or MRI images you already have, and a list of any medication you are currently taking. The assessment takes about 45 minutes.

After the examination the doctor will explain the likely cause of your pain and set out a clear plan. If the 6-Week Elite Knee Recovery Program suits your condition, we will talk you through what it involves and share pricing privately.

If this time no longer suits you, call us at least twenty-four hours ahead and we will move it without charge.

Yours sincerely,

Dr. Abdirashid Ismail
Orthopedic Surgeon



Letterhead specification



SPECIFICATION	VALUE
Trim size	210 × 297 mm (A4)
Bleed	3 mm — top band only
Margins	25 mm left and right
Logo	Primary lockup, 45 mm wide
Logo position	25 mm from left, 24 mm from top
Clear space	5.6 mm (X = ½ monogram height)
Top band	10 mm fold texture, Elite Cream
Typing area	160 × 203 mm, from 52 mm
Body type	Plus Jakarta Sans Regular 10 / 16.5 pt
Footer	Parent line, address, phone, email, web
Colours	Pantone 316 C + 7506 C
Stock	Uncoated 120 gsm, warm white

Four sheets supplied

- Print — 2 spot colours, bleeds at the top.
- Continuation — monogram only.
- Office — no bleed, laser-safe.
- Word template — matches the typing area.