**[](http://www.gmu.edu/)**

[Insert name of the Contact]  
[Insert title]  
[Insert Hospital name]  
[Insert address of the hospital]

[Insert Date]

Dear [Insert Name of Contact]

If you recall, we wrote to you about being a preceptor for a course we teach. In this course, students are required to analyze data from different hospitals.  [Put your name here] focused on your organization and your market competitors. The following URL is a brief, less than 5-minutes, report on the analysis:

[Insert URL here].

We wonder if you agree with the findings. We know that many data-driven conclusions are faulty. People inside the organization, such as you, have a better insight on the real outcomes.  We were hoping you could point out the limitations of the work; and whether this type of analysis could be helpful to your organization.  Any feedback you provide will be helpful to us and the student.

Thank you for taking a look at the report and we hope to hear from you soon.

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