

# *Sample Prospecting Letter*

Your Street Address  
City, ST Postal Code

Date

Pat Cummings  
Chairperson of the Board  
Any Clinic  
1140 Main Street  
Chicago, IL 60601

Dear Mr. Cummings:

I am a certified chiropractor currently exploring affiliations with established clinics while relocating to the Chicago area. I have worked in the Baltimore area for more than 20 years and, as a result, my reputation for quality care is well known.

Currently, I work as a chiropractic therapist with the Baltimore Chiropractic Center, a position I have held for the past 15 years. In this capacity I provide spinal manipulation and handle the musculoskeletal needs of sports injury patients, alleviate pain in elderly patients and those with work-related injuries, and help victims of industrial accidents regain strength and stamina.

I am also an active member of the following associations:

- American Chiropractic Association
- Baltimore Chiropractic Society
- Sports Injury Council of the American Chiropractic Association

If my qualifications are of interest to you, I can be reached at (410) 555-1234 or [wcarter@gmail.com](mailto:wcarter@gmail.com).

Sincerely,

*William Carter*

William Carter, D.C.

*Adapted from Adams Cover Letter Almanac, Second Edition, 2006*



**Career  
Center**