**Date:**  21st July 2019

Dear [Name Here],

With the recent change in government policies regarding pharmaceutical industries, our company AB pharmaceutical has changed its name to AB pharmaceutical and healthcare specialist. As requires by government laws, every pharmacy running should have a specialist doctor with itself. The doctor will sit in the pharmacy for a limited time of 2 hours and for 7 days a week. The specialist doctor will be required to give his/her understanding of a particular case and then suggest medicines when asked for.

As a leading pharmacy, we have served our customers over the years with dedication. With this new change, we wish to serve you in a much better way.

Sincerely,

Mr. Greg,

Assistant Manager