

SAMPLE HOSPITAL PRIVILEGE LETTER

(Official Hospital Letterhead)

Philadelphia General Hospital

Street Address

City, State Zip Code

July 1, 2011

The American Board of Plastic Surgery, Inc.
1635 Market Street
Suite 400
Philadelphia, PA 19103-2204

OR

Jane N. Doe, M.D.
Street Address
City, State Zip Code

To whom it may concern:

Jane N. Doe, M.D. was granted medical staff hospital privileges in **plastic surgery** at Philadelphia General Hospital on **July 1, 2011**. Dr. Doe is due for reappointment on **October 30, 2014**.

Sincerely,

Medical Staff Director
(**Must include a signature**)

The areas of this sample letter that are noted in bold and underlined are the critical data elements that MUST be provided on all hospital privilege letters. Thank you.