

February 16th, 2020

Kaiser Permanente  
Aurora Centerpoint  
14701 E Exposition Ave  
Aurora, CO 80012  
Attn: Denise Braegger

Subject: Business Cards

Welcome aboard !!

I know that you are still getting settled in, and it takes a few days/weeks to get business cards printed. I assume that if you have not already done so, you will soon be ordering business cards for yourself. Based on my experience with obtaining contact information in general, and with Katherine Larter and Stephany Mitchell (your predecessors) in particular, I suggest you take the time to introduce yourself to the people at the front desk, and provide them with (at least) a few of your business cards.

I am also going to suggest/request that you order business cards for the Manager of the Pharmacy and the Manager of Phlebotomy, and make those business cards readily available (upon request) to customers in those departments.

In the interest of economy, I assume there is no need for me to justify my request. In other words, I've got 2 or 3 pages of compelling reasons why you should print the business cards, but I hope the reasons are not necessary.

Please send a reply letter, or email, to confirm that you have already, or soon will be, ordering the above referenced business cards. If you choose not to, please let me know that too.

Thank you.

Sincerely,



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cc:

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Attn: Meredith Schultz

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Attn: Chris Burd, Manager of Phlebotomy

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Attn:

Arkadij

Shayserman

Pharmacy Manager