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| --- | --- |
| **DOCTOR LOGO** | Street Address, City, ST ZIP Code  Telephone  Email |

Date

To Whom It May Concern

Please be advised that [PET NAME] was seen in my office on [DATE]. Mr. ABC's dog has gone through emergency surgery today.

Diagnosis:

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The dog requires extreme care by its owner for at least 2 days. Mr. ABC needs to take leave from the office to be able to properly care for his pet.

[NAME HERE] is able to return to work on [DATE]

The dog's medical reports have been attached to the note. You may call my assistant at (phone number) in case you require further information.

Warm regards,

Your Name  
Title  
Email