

**SAMPLE DOCUMENT**

November 1, 2017

Preston Smith, President  
Recovery Road, LLC  
1757 Stilesgate Street SE  
Grand Rapids, MI 49508

Dear Mr. Smith,

Enclosed is one original HealthWest and Recovery Road, LLC FY 2017/2018 contract and one signature page for Substance Use Disorder Services, effective October 1, 2017 through September 30, 2018.

Please sign both the contract and the single signature page with the Conflict of Interest form **Attachment G**. Please **return the original signed signature and the Attachment G, Conflict of Interest form to me for my records**.

The return address is:

HealthWest  
Attn: Judith E. Cohen, Network Manager  
376 E. Apple Avenue  
Muskegon, MI 49442

Thank you in advance for your prompt attention to the enclosed documents. Should you have any questions or concerns, please contact me at 231-724-6055 or at my e-mail address which is [judy.cohen@healthwest.net](mailto:judy.cohen@healthwest.net).

Sincerely,

Judith E. Cohen, MA, LLP  
Network Manager

/jec  
Enclosures