*PHYSICIAN LETTER HEAD*

Date

Lewis S. Nelson, M.D., M.B.A.
Dean and Chief of Health Affairs
Professor of Emergency Medicine / Medical Toxicology
Charles E. Schmidt College of Medicine
777 Glades Road, Building 71
Boca Raton, Florida 33431

RE: [Physician applying for appointment]

Dear Dr. Nelson:

I am happy to support the appointment of [physician] to the faculty of the Charles E. Schmidt College of Medicine at Florida Atlantic University. I am confident that [he/she] will be an asset to the clinical teaching program for FAU's [medical students/residents]. Dr. [physician] is board-certified in [specialty] and has been practicing in this community for [X] years. [Enter a few sentences about the individual's interests and abilities, as well as any potential planned roles. Describe why they would be a good fit for the Charles E. Schmidt College of Medicine.] Please feel free to contact me should you require any further information.

Sincerely, Jane Smith, MD