

PHYSICIAN LETTER HEAD

Date

Sarah K. Wood, MD
Interim Dean and Associate Professor
Charles E. Schmidt College of Medicine
777 Glades Road, Building 71
Boca Raton, Florida 33431

Dear Dr. Wood:

I am interested in becoming part of the clinical teaching faculty for Florida Atlantic University's [medical students/residents]. I would like to request an affiliate faculty appointment at the Charles E. Schmidt College of Medicine. As noted in my attached curriculum vitae, I have had experience teaching during my residency at _____ Hospital. I hope that my enthusiasm, expertise and knowledge in [discipline] can be of benefit to the [medical students/residents]. at FAU. I look forward to working with the [medical students/residents] at [location: my office, hospital XXX, etc].

Sincerely, John Smith, MD