

PHYSICIAN LETTER HEAD

Date

Julie G. Pilitsis, MD, PhD, MBA
Dean and Vice President for Medical Affairs
Charles E. Schmidt College of Medicine
777 Glades Road, Building 71
Boca Raton, Florida 33431

RE: [Physician applying for appointment]

Dear Dr. Pilitsis:

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