

*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

Dear Dr. Nelson:

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