

**Transmittal Letter Template for Courtesy Appointment:
From Department Chair to Dr. Edwards**

Print on Department Letterhead

Date

Linda R. Edwards, MD
Dean, College of Medicine-Jacksonville
University of Florida
College of Medicine-Jacksonville
653-1 West 8th Street
Jacksonville, FL 32209

Dear Dr. Edwards:

This letter is to recommend the appointment of **NAME**, MD as a Courtesy _____ (Assistant, Associate) Professor in the Department of _____.

Include a brief description of his/her accomplishments.

Include a brief description of his/her activities/duties within the courtesy appointment. Provide a statement of why this appointment is benefiting the department. Also state if they are to have patient, blood or specimen contact and if they are to have contact with patient records.

I am asking you to please support this endeavor since he/she would bring a unique experience and expertise to the department.

Your endorsement of this request is greatly appreciated.

Sincerely,

Professor & Chair

Date

Approved: _____

Linda R. Edwards, MD
Dean, College of Medicine – Jacksonville

Date