

Sample Letter: Transmittal Letter to Request Courtesy Appointment—  
To be printed on Department Letterhead  
From Department Chair to Dr. Edwards

ENTER DATE OF LETTER

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

Dear Dean Edwards:

This letter is to recommend the appointment of \_\_\_\_\_, M.D. 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 within the courtesy appointment:

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,

\_\_\_\_\_, M.D.  
Professor & Chair

APPROVED: \_\_\_\_\_

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