



Jane Q. Doe, M.D.  
Deputy Administrator  
St. Francis Hospital  
1234 S.W. 65<sup>th</sup> Street  
Topeka, Kansas 55555-0000

Dear Dr. Doe:

**Address.** The address block begins at the left margin; if any part must continue to a second line, indent the additional line two to four spaces.

Type in the addressee's full name, followed by any degree the addressee holds. For example, use *Martin D. Smith, Jr., M.D.* (*not* Dr. Martin D. Smith, Jr. or Dr. Martin D. Smith, Jr., M.D.). Type in the addressee's title, if any, on the second line.

The addressee's affiliation goes on the next line, progressing on separate lines from the smallest to the largest unit, for example:

Dr. Peter Rabbit  
Assistant Professor  
Department of Microbiology  
University of Maryland

Enter as complete a postal address as possible. If you include a suite or room number, place it either on the same line as the street address or on the line above. Spell out the state name as well as the street name. Following the state name, space twice and then type in the ZIP CODE (use the nine-digit code if you know it). If the letter is going to a foreign address, add the COUNTRY NAME, in all caps, as the last line of the address block.

The ES Web site at <http://execsec.od.nih.gov/help/guidelines/forms.html> shows the correct address block formats for U.S. and foreign government officials and a variety of other categories of addresses.

Sincerely,

James R. Doctor, M.D., Ph.D.  
Director