



J. Peter Doe, M.D., Ph.D.
Professor and Chairman
Department of Internal Medicine
Albert Einstein College of Medicine
3301 Bainbridge Avenue
Bronx, New York 10467-0000

Re: Patient No. XX-1234

Dear Dr. Doe:

Reference line. For a letter concerning a legal case, patient records, or some other matter identified by a unique number, include a reference line following the address before the salutation. Enter the reference line as shown on this letter, leaving one blank line above and below.

Salutation. Following the last line of the address block or, if one is included, the reference line, leave one blank line, and then type in the salutation, beginning at the left margin and ending with a colon. Unless you receive other specific instructions, always enter the salutation as Dear Dr. Franklin: or Dear Mr. Simpson: (*not* Dear Jane: or Dear Frank:). If the person who signs the letter prefers, he or she can draw a line through the formal name and write in the addressee's first name.

Be sure the honorific in the salutation is consistent with the address block above. If the letter is addressed to Jane Smith, M.D., Jane Smith, Ph.D., or Jane Smith, D.D.S., type in the salutation as Dear Dr. Smith. If it is addressed to Jeannette Brown or Jeannette Brown, R.N., or Edward Hall, type the salutation as Dear Ms. Brown or Dear Mr. Hall.

For special salutations used when writing to U.S. and State government officials, see the ES Web site at <http://execsec.od.nih.gov/help/guidelines/forms.html> .

Sincerely,

John Doe, M.D.
Director