



TO: John Q. Doctor, M.D.
Deputy Director for Intramural Research

FROM: Director, NIH

SUBJECT: **Courtesy Copies**

Courtesy copies. Show any distribution of information copies with a cc: (for courtesy copy) notation at the bottom of the memo. Leave one blank line below the signature block, enclosure listing, or separate cover listing, and enter cc: at the left margin. Beginning at the left margin on the next line, identify each addressee on a separate line.

Jane R. Doe, Ph.D.

Enclosures:
Policy Guidance for Correspondence

cc:
Dr. Tabak
Dr. Gottesman