



John Doe, M.D.
123 Dixie Highway
Boca Raton, Florida 33487-0000

Dear Dr. Doe:

Body of the letter. Leave one blank line following the salutation, and start the body of the letter on the next line. Begin all paragraphs at the left margin and do not justify the right margin. Leave one blank line between paragraphs. If necessary, as a reference aid, use subparagraphs or headings and subheadings as follows:

1. If you use identified subparagraphs, label the different levels of subparagraphs in the following sequence: 1, a, (1), (a).
 - a. Indent subparagraphs in ¼” or ½” inch increments.
 - b. Leave 1 blank line between subparagraphs.

2. When using labeled subparagraphs, you need to have at least a “2,” if you have a “1,” and a (b), if you have an (a), etc.

Always end your letter with a closing paragraph that ties the information together, but which does not introduce new information or conclusions.

Sincerely,

John Doe, M.D.
Director