



John B. Doe, Ph.D.
Oncology Associates
5001 Wisconsin Ave, N.W.
Washington, D.C. 22015-0000

Dear Dr. Doe:

Enclosures. Place information about enclosures beginning two lines below the last line of the signature block (one blank line between).

For an enclosure or enclosures identified in the body of the letter, just enter *Enclosure* or *Enclosures* at the left margin.

If the material is not identified in the body of the letter, add a colon and, beginning on the next line, list the material, giving a title or short description. Do not extend the identification beyond the middle of the page; indent any runover line two spaces from the left margin. When listing more than one enclosure, begin the title or description of each on a new line at the left margin.

If material mentioned in a letter is being sent separately, or “under separate cover”, enter *Separate cover*: at the left margin, two lines below the signature block or enclosure information (leaving one blank line), and describe the material on the next line, beginning at the left margin—unless the letter is for signature by an official outside the NIH. On a letter to be signed by a non-NIH official, state in the letter that the material will be sent separately but do not include a *Separate cover* note at the bottom of the page. Include a copy of the letter in the envelope or package of material sent under separate cover.

Sincerely,

John Q. Doe, M.D., Ph.D.
Director

Enclosures:
Agenda for Next Meeting of
National Cancer Advisor Board
Annual Report of Advisory Board

Separate cover:
Minutes of Last Year’s Meeting