



The Honorable Mark Pryor  
United States Senate  
Washington, DC 20515-6300

Dear Senator Pryor:

**Complimentary close and signature block.** Leave one blank line between the last line of the body of the letter and the complimentary close. Leave three blank lines between the complimentary close and the first line of the signature block. Begin both the complimentary close and the signature block at the center of the page, aligning the beginning of the signer's name and title with the complimentary close as shown on this and the other sample letters.

Break long titles into two lines, and indent the second line two additional spaces, as shown on this sample. If a letter will have two signers, enter one signature lock at the left margin, the other aligned at the center of the page.

Use *Sincerely* or *Sincerely yours* for the complimentary close depending on the preference of the person who will sign the letter. See the ES Web site at <http://execsec.od.nih.gov/correspondence/signature-blocks.asp>, which shows the guidance on the preferences of the current Secretary, HHS, the NIH Director, and the NIH Deputy Director.

For a letter to be signed by someone officially designated as *acting* in a position, enter that person's name and add *Acting* at the beginning of the title. Someone authorized to sign for another official will sign his or her own name and write *for* in front of the name of the person not actually signing.

Sincerely,

Jane Doe, M.D.  
Associate Director for Research  
on Women's Health