

Letter composed by senior staff member in GWU School of Medicine and Health Sciences Office of Development. Writer requested proofreading & copy editing with marginal suggestions/no direct changes. I have withheld names. Ed.: Rachel Korr

DATE

NAME  
ADDRESS  
ADDRESS

SALUTATION:

Greetings from the George Washington School of Medicine and Health Sciences. I write to you on behalf of one of your physicians, Dr. [name withheld] of the GW Ear Nose & Throat Center.

Commented [KRE1]: Here and after every period: one space, not two (ref.: primary style guides, esp. SMHS's – AP).

Dr. [name withheld], like many physicians at GW, routinely undertakes complex research programs with fellow physicians and researchers here at GW and across the United States. In addition, as GW faculty, he teaches the next generation of doctors and his work with his students, residents and fellows as an assistant professor of medicine continues to be challenging and rewarding.

Commented [KRE2]: doctors, and his work...

He asked me to share with you the attached update from the Division of Otolaryngology. It demonstrates the work he does outside patient care and the exciting programs he's involved with.

Often, our patients wish to learn more about the latest research their physician is accomplishing, as well the clinical and academic needs and how they can contribute to our work. There are many potential opportunities to support his work and I wanted to bring that to your attention. You should know that Dr. Monfared prefers not to breach the topic with you so as to never create a situation for patients to feel uncomfortable when seeking care.

Commented [KRE3]: Can you clarify: the clinical and academic needs of who/what? "Their physician" or the Center as a whole? Possible edit: "our clinical and academic needs"

Commented [KRE4]: how patients can

Commented [KRE5]: work, and I...

As a member of the office of Development and Alumni Affairs, I bring this to your attention in the hopes that you would like to have a conversation about this work, your experiences at GW and if you might be interested in supporting the department through a charitable gift. I will reach out to you shortly to see if we can find time to meet. If you prefer not to be contacted, please let me know by calling me at 202-994-7058 or send an e-mail to [ahyland@gwu.edu](mailto:ahyland@gwu.edu).

Commented [KRE6]: Office

Commented [KRE7]: this work and your experiences at GW, and whether you might be interested in supporting...

Commented [KRE8]: sending

Thank you for your interest and I look forward to talking with you.

Commented [KRE9]: interest, and I...

Sincerely,

[name withheld]  
Director of Development  
Clinical Care and Research

cc: [name withheld], MD