<Insert letterhead>

March 14, 2019

Kenneth Saag, M.D., M.Sc.

MT 521

1530 3rd Ave S

Birmingham, AL 35294-4410

Dear Dr. Saag:

I am writing to inquire about membership in the Center for Outcomes Effectiveness Research and Education (COERE).

* **Discuss Departmental affiliation, including start date, and title**
* **Discuss Formal Training, including institution**
* **Discuss research interests and how they relate to comparative effectiveness and/or outcomes research**
* **Discuss research experience**
* **Discuss fit with COERE’s objectives**

Sincerely,

Name