[Your Institution’s logo here]

**MEMORANDUM**

**To**: **Recipient’s Name**

Designation, Public Relations, Institution Name

**From**: **Sender’s Name, MD, FCAP**

Title or Designation, Department of Pathology, Institution Name

**Date**: Month, Day, Year

**Subject**: Define topic and action requested

Please know that [hospital’s] Department of Pathology has members who are trained and willing to serve as a resource for Public Relations in marketing, education, advocacy and government relations for promoting and teaching the value of the Clinical and Anatomic Pathology Laboratories. Pathologists are unique advocates who bring a new perspective to the role of the laboratory in health care.

Our department has experts in many different areas, such as gastroenterology, oncology, gynecologic pathology, blood diseases, clotting disorders, infectious diseases, cancer, and more.

For every subspecialty in medicine or surgery, there is a pathologist counterpart, helping to make the correct diagnosis and guide the care of the patient. Pathologists work as part of the coordinated patient care team.

Pathologists ensure that quality and patient safety are priorities and work continuously with external accrediting agencies such as the College of American Pathologists, AABB, and The Joint Commission, to ensure our lab results are accurate, safe and timely.

Please consider utilizing the rich resource we provide for future public relations needs. The pathologists at [hospital] who would be glad to work with Public Relations are:

[list pathologists here]

Sincerely,

[Pathologist]

[Contact information]