**[State Society Heading & Address]**

[Date]

[MAC Medical Director]

[Address]

RE: Nomination of pathologist to serve as (alternate) Contractor Advisory Committee representative for the practice of pathology

Dear Dr. \_\_\_\_\_\_\_\_\_

The [Name of State Pathology Society] would like to nominate (name of pathologist, credentials) to serve as the Contractor Advisory Committee (CAC) Representative (or alternate position) for the pathology profession, (replacing the current alternate, \_\_\_\_\_\_\_\_\_, MD – if applicable).

Dr. \_\_\_\_\_\_\_\_\_\_ is board certified in (AP/CP/both?), specializing in (area of pathology). Dr. \_\_\_\_\_\_\_\_\_ currently serves as (position) at (Name / place of practice). His/her contact information is (phone), (email).

(Not required but may include relevant information here from nominee’s CV).

Dr. \_\_\_\_\_\_\_\_ appears to have no conflict of interest that would preclude serving as alternate CAC representative and we hope that [Name of MAC] will consider [him/her] as the alternate representative to the [Name of state] Contractor Advisory Committee.

If you have any further questions, please feel free to contact me at (email address of state society president) or by calling (Phone # optional).

Regards,

\_\_\_\_\_\_\_, MD

President