January 12, 2011

Dr. Alvin Jackson

Director, Ohio Department of Health

246 North High Street

Columbus, Ohio 43215

Dear Dr. Jackson:

Paragraph 1. This is the introduction to the letter. This paragraph should provide a overview of the letter and catch the reader’s attention.

Paragraph 2. Be sure to add a space between paragraphs. Remember not to indent the first sentence of the paragraph.

Sincerely,

Susan A. Tilgner MS, RD, LD, RS

Health Commissioner

SAT/eak

Enclosures

cc: Mitzi Kline, Director of Communication, Franklin County Public Health