

## Request for Letter of Recommendation

**Date:**

**To:**

**From:**

**Subject:**

This memo is to request that you write a letter of recommendation for me to include with my residency applications.

You can help support my residency application (and save staff time and postage) by sending a single letter of recommendation to my Dean's Office using the following format:

1. Address the letter to "Dear Program Director," individualized salutations are not necessary. (I would be happy to provide you a list of programs to which I am applying.)
2. Include a subject line with my full name.
3. Please include in your letter whether or not I have waived my right to see this recommendation as indicated below.
4. Print, sign and mail or deliver your letter to my Dean's Office address below by \_\_\_\_\_.

\_\_\_\_\_(I request) \_\_\_\_\_(I do not request) that this letter be confidential. If "request" is checked, I waive my right to see this letter under the "Family Rights and Privacy Act". I acknowledge that this letter is for the specific purpose of supporting my application for a residency.

**Signed:** \_\_\_\_\_

### MAIL TO

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Office of Student Affairs  
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