

Model Letter

It is important for the letter

distinguished him/herself during fellowship by [brief details]. By the time Dr. ____ joined the faculty at ____, he/she had established him/herself as an outstanding j

addition, Dr. ____ designed a model curriculum for [area of knowledge] and developed a number of innovative lectures for addressing state-of-the-art treatment of current problems in [area of knowledge].

NATIONAL AND INTERNATIONAL SERVICE (not ACP) Despite a heavy patient and teaching load, over the last 20 years, Dr. ____ has served on numerous major university and medical school committees and has held offices in the [state] chapter of [name of organization/s]. He/she has served as president of [names of organization/s] and has chaired three national scientific meetings for [name of organization].

VOLUNTEERISM AND COMMUNITY SERVICE ____ has served on the board of the [free clinic, medical rescue unit, etc.] for over # years and regularly vacations with his/her family as staff at a mission hospital in South America for [name of organization]. One night a week, he/she volunteers at a shelter for abused women and children. He/she also organized a group effort of [name of hospital] to send medical supplies to health workers during the aftermath of [natural disaster].

OTHER CONTRIBUTIONS Include any accomplishments that do not fit other headings.]

CONCLUSION: I know of few physicians who have had as great an impact as Dr. ____ not just in clinical excellence and administrative leadership, but on a personal basis as mentor and trusted physician partner in health. I consider it an honor to have had Dr. ____ as a colleague these many years, and I feel that he/she is richly deserving of [name of award or Mastership].

Sincerely,

Name

Title

Contact information, including e-mail