

Dear Dr. **Name**,

I am writing to ask a huge favor - I will be applying to post-doctoral fellowship programs this Fall, and I was hoping you would consider writing a positive and compelling letter of recommendation for me. You have seen my growth and work at **ABC Hospital** that I thought you would be a perfect person to act as a reference.

If you are unable to write a letter on my behalf, I completely understand. If you are willing to do so, however, please feel free to use the list of bullet points below however you see fit. I also included a *tentative* timeline of what to expect with the application process. The deadline for this letter of recommendation is early December. However, if the letter is ready in October, that would be helpful as some programs accept materials on a rolling basis. I hope this is enough lead time and hope to make this process easy.

ABC Hospital contributions

- Bullet 1
- Bullet 2
- Bullet 3
- Bullet 4

Timelines:

- October: Applications officially open. As I begin applying to programs, I will provide instructions on how and where to submit the letters. For most programs, the submission deadline is December.
- Late Nov: I will follow up with a reminder and updates to the application process.
- Early Dec: Deadline for application. Final opportunity to submit letters of recommendation.

Thank you,
Name