Dr. XXX,

The Department of YYYY at Rush University Medical Center would like to request a letter of endorsement from you in support of Dr. XXXXX’s proposed promotion [or appointment, depending on candidate] to Associate Professor [or Professor] based on XXX areas of excellence. This letter of endorsement is meant to convey your opinion(s) of the above candidate and highlight their strengths and attributes in your working relationship. The following are some pointers and information to help in crafting your letter.

* Please detail your relationship with the candidate (colleague, mentor, collaborator, trainee …)
* Discuss the particular strengths of the candidate and how your relationship with them has impacted / impacts your career / education / research / clinical care [For example, discuss the candidate’s strength as a collaborator with you or their impact on your education, career, aspirations. Highlight the candidate’s teaching skill(s), mentorship, research guidance, clinical skills / compassion, professionalism etc.)
* No particular format is required, construct as you see fit.
* Please address this letter to Dr. AAAA BBBBB, Chairperson, Department of YYYY, Rush University Medical Center.
* Be as comprehensive and detailed as possible.

On behalf of the Department of Medicine, we would like to thank you, in advance, for taking the time to write this letter of endorsement in support of Dr. XXXXX. If you have questions, please do not hesitate to contact me.

Dr. XXXX’s CV, the current Rush promotion’s guidelines (COSFAP) and a “One sheet” biographical summary have been attached for reference.

Please send your signed letter in PDF format to aaaa\_bbbbb@rush.edu within the next four weeks. If you have any questions, please do not hesitate to contact me.

Many thanks and warm regards,