Date

Karen A. Antman, MD

Dean, School of Medicine

72 East Concord St., L103

Boston University School of Medicine

Boston, MA 02118

Re: Faculty Name, degree; Voluntary faculty Appointment at School of Medicine

Dear Dean Antman,

I would like to recommend the following Advanced Practice Provider(s) for a voluntary faculty appointment at the rank of (add rank) at Boston University School of Medicine (BUSM) in the department of (department name). The APP(s) are actively engaged in teaching and education of BUSM students and contribute at least 40 hours per year of teaching to BUSM students.

APP Name, APP degree

Do not hesitate to contact me if you have any questions.

Sincerely,

Chair Signature