Red – Please insert appropriate information, or accept information written

If possible please use letter head from your office

Insert Date Here

Hee-Young Park, Ph.D.

Chair, Department of Medical Sciences & Education

Boston University School of Medicine

72 East Concord Street

Boston, MA 02118

Dear Dr. Park,

I am writing to apply for a faculty appointment as a (Insert rank you are being recommended for, i.e., Clinical Instructor) at Boston University School of Medicine. (Insert your teaching activities and/or contributions at BUSM (i.e., Introduction to Clinical Medicine and/or IP))

I can state that my Massachusetts medical license is (free) of restrictions, and that my CME requirements for licensure are (up to date). My federal and state narcotics privileges are (current and unrestricted).

Sincerely,