

***SAMPLE***  
**DIRECTOR'S LETTER OF RECOMMENDATION  
TO APPOINT CLINICAL FACULTY**

**Appointment letters must include the following:**

- **The faculty member's teaching role (duties).**
- **The estimated number of hours he/she will be involved in the program annually.**
- **The name and dates of medical school and residency attended.**
- **Board certification (specialty) and year certified.**

Date

Al Berg, M.D., M.P.H.  
Professor and Chair  
University of Washington  
Department of Family Medicine  
1959 NE Pacific Avenue, Box 356390  
Seattle, WA 98195

Dear Dr. Berg:

I recommend that *(Name)* be appointed as Clinical *(rank)* in the Department of Family Medicine.

**Education Example:**

*(Name)* graduated from the *(name of institution)* School of Medicine in *(year)* and did her/his residency at the *(name of residency)* Program in *(city, state)* from *(year)* to *(year)* She/He was board certified by the American Board of Family Practice in *(year)*.

**Background Experience Example:**

*(Name)* has served as a Family Medicine preceptor since *(year)* and continues to receive excellent evaluations from her/his students. *(Name)* contribution to the medical student teaching program has been substantial and I anticipate that she/he will continue her/his involvement in this area.

I hope that you will favorably consider *(Name)* for appointment to the Clinical Faculty.

Sincerely,

Program Director  
(Letters from Clerkship Coordinators require concurrence from Program Directors)