

# Submission of Professional Portfolio

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Address Line 1]

[Address Line 2]

Dear [Recipient's Name],

I am writing to submit my professional portfolio for your review as part of the application process for the [specific position or program] at [Institution/Organization Name]. With a strong background in [your field or specialization], I believe my experiences and qualifications align well with the goals of your esteemed faculty.

Enclosed you will find my portfolio, which includes:

- A cover letter
- Curriculum Vitae
- Evidence of clinical and research experience
- Letters of recommendation
- Any additional relevant documentation

I am enthusiastic about the opportunity to contribute to [Institution/Organization Name] and am looking forward to discussing my application in further detail. Thank you for considering my submission.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]