

Request for Letter of Recommendation

Dear [Professor/Dr. Last Name],

I hope this message finds you well. I am writing to request a letter of recommendation from you as I apply for a position in the medical faculty at [University/Institution Name]. My application is due on [Due Date], and I believe your insights into my abilities and experiences would greatly strengthen my candidacy.

During my time at [Your Current Position/Institution], I have greatly valued your guidance, especially regarding [specific aspect of your experience related to the faculty position]. Your perspective on my work would provide the selection committee with a thorough understanding of my qualifications and contributions.

If you agree to assist me, I would be happy to provide any additional information you might need, such as my CV, details about the position, or specific accomplishments that you might want to highlight.

Thank you very much for considering my request. I appreciate your time and support and look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Contact Information]

[Your Position/Program]