

Introduction Letter

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Hospital Name: [Hospital Name]

Address: [Hospital Address]

Dear [Recipient's Name],

I am writing to introduce [Student's Name], a clinical rotation student from [University/Institution Name], who will be joining your department from [Start Date] to [End Date]. [Student's Name] is currently in [Year/Program] and is eager to gain practical experience in a hospital setting.

During their rotation, [Student's Name] will be observing and assisting with various clinical tasks under the supervision of your team. They have demonstrated a strong commitment to their studies and possess a solid foundation in [Relevant Skills/Knowledge].

[Student's Name] is excited about the opportunity to learn from your expertise and contribute to the care provided to patients during their time in your department. I kindly ask you to extend your support and guidance to help them maximize this learning experience.

If you have any questions or require further information, please feel free to contact me at [Your Contact Information]. Thank you for your attention and support.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]