

Model Letter

It is important for the letter

distinguished him/herself during fellowship by [brief details]. By the time Dr. ___ joined the faculty at ___, he/she had established him/herself as a [insert standing], consultant, had authored or co-authored more than # publications, and had presented original research at national scientific meetings, including [examples]. After several other positions, he/she became the head of [name of major organization] and went on to [brief examples of significant accomplishments at the most major or current position; repeat if several major positions].

CONTRIBUTIONS TO P Dr. ___ was very active as a young physician in the ___ chapter. He/she oversaw the medical student and Associate Poster and Doctor's Dilemma competitions at the chapter meeting for three years running, chaired the ___ Chapter Council of Physicians, represented the chapter as a Chapter Leader and faculty at the annual meeting in (year), and served as a member of the ___ Chapter delegation at Leadership Day in (year) and (year). Later he/she chaired several other committees for the ___ chapter and served as Governor in [dates]. When Governor, he/she [insert example of innovation or accomplishments]. Dr. ___ received the chapter Laureate Award in [] and has

addition, Dr. ___ designed a model curriculum for [area of knowledge] and developed a number of innovative lectures for addressing state-of-the-art treatment of current problems in [area of knowledge].

NATIONAL AND INTERNATIONAL SERVICE (not ACP) Despite a heavy patient and teaching load, over the last 20 years, Dr. ___ has served on numerous major university and medical school committees and has held offices in the [state] chapter of [name of organization/s]. He/she has served as president of [names of organization/s] and has chaired three national scientific meetings for [name of organization].

VOLUNTEERISM AND COMMUNITY SERVICE ___ has served on the board of the [free clinic, medical rescue unit, etc.] for over # years and regularly vacations with his/her family as staff at a mission hospital in South America for [name of organization]. One night a week, he/she volunteers at a shelter for abused women and children. He/she also organized a group effort of [name of hospital] to send medical supplies to health workers during the aftermath of [natural disaster].

OTHER CONTRIBUTIONS Include any accomplishments that do not fit other headings.]

CONCLUSION: I know of few physicians who have had as great an impact as Dr. ___ not just in clinical excellence and administrative leadership, but on a personal basis as mentor and trusted physician partner in health. I consider it an honor to have had Dr. ___ as a colleague these many years, and I feel that he/she is richly deserving of [name of award or Mastership].

Sincerely,

Name

Title

Contact information, including e-mail