Institution Letterhead

Date

Name of External Referee

Title

Department

Department Role

Institution

Dear Name of Person Requesting Referral,

It is my distinct privilege to write this letter of support for the promotion of Candidate to the rank of Rank, Track, and Prototype. I do so with the greatest possible enthusiasm and respect for Candidate and his/her accomplishments as well as in recognition of his/her substantial contributions to the Candidate’s Institution.

In considering the criteria for promotion to the rank of Rank, Track, Prototype, it is difficult to conceive of a more qualified candidate than Candidate. While his/her *Curriculum Vitae* speaks for itself, I offer the following highlights in support of his/her promotion:  
  
*Below, bullet- list time in current rank, number of times candidate has been recognized, committees on which candidate serves, awards, leadership positions, regional and nation memberships (roles), reference to publications, reviewer opportunities, additional qualities and achievements.*



*Summary statement of candidate: to include additional copy on attributes of candidate.*

In summary, I recommend in the strongest possible terms the promotion of Candidate to the rank of Rank/Track/Prototype.

Sincerely,

Name, MD

Title

Role

Institution

Academic Rank