

# Sample

**Date**

Michael Grever, MD, Chairman  
Department of Internal Medicine  
The Ohio State University  
College of Medicine & Public Health  
215 Means Hall  
1654 Upham Dr.  
Columbus, Oh 43210

Dear Dr. Grever,

Through this letter and supporting documents I am requesting the Department of Internal Medicine's consideration for an appointment as Auxiliary Clinical Assistant Professor. At this time I do not seek courtesy staff status with the OSU Hospital.

As of **(fill in month, year)** I began my involvement in the precepting of third-year students doing one-month of General Internal Medicine as part of the **(Ambulatory Care Clerkship or other program)**. I have committed to the precepting of **(one student per quarter or the equivalent of 4 students each year.)**

Should you require any additional information, please contact me at **(telephone #)**. **(I/ Our Internal Medicine group)** is looking forward to on-going participation in the **(Ambulatory Clerkship or other program)**.

Sincerely,

(Physician's name)