SAMPLE EMAIL (PERSONALIZE and MODIFY )

Dear Dr. XXXX,

I hope you and your family are well.

I would like to thank you again for agreeing to write me a letter of recommendation for my residency application for (specialty). CSOM recently granted access to ERAS so that I can generate a letter of recommendation request that can be sent to you directly. Before sending the request, I would like to confirm your title.

I have attached my CV and draft of my personal statement (if you are ready to share this). I’ve also included the CSOM LoR Author Tip Sheet that you may find useful.  Please let me know if there is any additional information that you need. I would also be available to meet with you by phone or ZOOM (or enter your choice of application instead) at any time that is convenient for you, if you would like.

I sincerely appreciate your support of my residency application. I look forward to hearing from you.

Best,

First Name Last Name

CUNY School of Medicine

Class of 20 XX

Consider adding a photo