



Request for Letters of Recommendation

«NAME»
«TITLE»
«ADDRESS1»
«ADDRESS2»
«ADDRESS3»
«CITY», «ST» «ZIP»

Dear Dr. «LNAME»:

_____, (M.D., Ph.D.) has been nominated for the {{{POSITION}}} at the University of Virginia Department of {{DEPARTMENT}} and has given the Search Committee permission to request letters of reference.

We would greatly appreciate your candid appraisal of Dr. _____ since this will be invaluable to the search committee in completing a thorough evaluation of the candidate's suitability for the position.

Please evaluate the candidate's work in the areas listed below with which you are familiar:

- a. National and international recognition
- b. Research/scholarly activity and its quality
- c. Teaching experience and ability
- d. Administrative experience and leadership ability
- e. Other aspects of the candidate's personal qualities or experience that are relevant to their potential to be a successful department chair.

We are aware of the time and effort your response requires and appreciate your help. Your prompt reply would be greatly appreciated.

Yours sincerely,