

SAMPLE LETTERS OF SUPPORT/RECOMMENDATION
send separately through the online kualu portal

Letter 1: CHAIR/TRAINING DIRECTOR LETTERHEAD

Date

To: Department of Psychiatry, USUHS

From: [Insert name and title of Program Director or Department Chairman]

Location: [Insert name of facility and department, organization, and/or office]

Date: [Inset date]

I am writing this letter of recommendation to support a faculty appointment request for [Insert name(s) of applicant(s)]. Services currently provided by the applicant which support the education mission of the Department of Psychiatry are listed below after the applicant's name (indicate all of the support activities which apply after the name of each applicant listed, examples include: clinic supervisor, ward supervisor, group supervisor, preceptor, other clinical oversight or educational activity (specify), clerkship or rotation site director/coordinator, small group facilitator, course lecturer, research support, operational exercises (FTX Bushmaster, etc), other (specify).

[Insert name of Director/Chairman]
