**Division/Unit Chief Letter for MGH Trainee with HMS Appointment**

{Date}

Jose C. Florez, M.D., Ph.D.

Physician-in-Chief

Chair, Department of Medicine

Jackson Professor of Clinical Medicine

Massachusetts General Hospital

55 Fruit Street

Boston, MA 02114

Dear Dr. Florez,

**Introductory Paragraph**

I write to propose the *appointment* of (*name and degree of candidate* **OR** the below candidates) as a MGH Research Fellow at Massachusetts General Hospital and an HMS appointment as Research Fellowat Harvard Medical.

* *If more than one trainee will be filling the same role, you can provide a list of his/her names and degrees*
* *Describe the process by which the candidate(s) were identified.*

**Review of Activities**

* *Define the role that the individual will play in your division/unit/training program.*
* *Include all locations where the candidate will be working during their training*

School.

Sincerely,

Full Name of Division Chief/Unit Chief/Clinical Training Program Director – or PI

FULL TITLE