December 16, 2024

<FIRST NAME, LAST NAME, DEGREES>

Chair, Faculty Appointments Committee

Texas Tech University Health Sciences Center, School of Medicine

RE: <Candidate Name>

 <Candidate Address>

 <City, State Zip>

 <Email address>

Dr. <Candidate Name>: Candidate for part-time/full-time <RANK (<tenure/non-tenure track>)>faculty appointment

I would like to recommend to the Faculty Appointments Committee the appointment of Dr. <Candidate Name> to < RANK (tenure/non-tenure track)> in the Department of <department>. I have verified his/her credentials.

Dr. <Candidate Name> will provide …duties, responsibilities… at <HOSPITAL/CLINIC/INSTITUTION name> for the Department of <department> at Texas Tech University Health Sciences Center. This appointment is essential to the development of the department and <its primary practice of providing patient care OR teaching, etc.>. Enclosed are Dr. <Candidate Name>’s CV, Texas Medical Board verification, and letters of recommendation or verification of references. Thank you for your consideration of this appointment.

**Firstname Lastname**

Position and Title