# **Request for Letter of Recommendation**

**Instructions:** Please complete sections I and II below. Be sure to include your contact information, name of the institution and program you are applying to, letter submission deadline, and addressee information, that can be copied and pasted into the letter for **each** of the letters of recommendation that you are requesting. **If the letter is for an application to the NIH for a fellowship or career development award, be sure to include the Commons ID, FOA # and reference letter confirmation number.** Insert additional lines or submit additional forms, as needed.

Please organize letters by due date, with the earliest due date listed first.

**Section I. Provide your contact information.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Your First & Last Name** | **Your Email Address** | **Your phone number** | **If applicable: Your Commons UserID *(for NIH applications)*** | **CPRTP Program & Year(s) of Participation** |
| ***Jane Doe*** | ***JDOE@Gmail.com*** | ***573-555-1212*** | ***JDOE123*** | ***R25E Summer Research Experience, June-August, 2016*** |
|  |  |  |  |  |

**Section II. Enter the program information including NIH fellowship application or Career Development (K) reference numbers, if applicable):**

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| No. | Institution Name | Name of Program & URL to Program | Letter Due Date | Addressee information | If applicable:  Funding Opportunity Announcement (FOA) number this letter is in reference to | If applicable: Reference Letter Confirmation # (if resubmitting) |
| *1* | ***Massachusetts Institute of Technology ( MIT)***  **E X A M P L E** | ***Linguistics Graduate Program*** | ***Thursday, February 7, 2019*** | ***Dr. Noam Chomsky***  ***Institute Professor & Professor of Linguistics Emeritus***  ***MIT Linguistics and Philosophy***  ***77 Massachusetts Ave., 32-D808***  ***Cambridge, MA 02139*** | ***PA-18-671*** | ***0008-74533*** |
| [*http://linguistics.mit.edu/graduate/*](http://linguistics.mit.edu/graduate/) |
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**SUBMISSION INSTRUCTIONS:**

Email this completed form to [Apply@CancerPreventionTraining.org](mailto:Apply@CancerPreventionTraining.org) and attach the following items:

1. An updated CV/resume,
2. Your personal statement, and
3. A list of anything you want highlighted in your recommendation letter.

**REMINDER: To ensure timely delivery, follow up with the CPRTP within 7 to 10 days before the letter due date.**