

<<HOSPITAL LETTERHEAD>>

DATE

MEMORANDUM FOR: USU Department of << *your specialty*>>

SUBJECT: Program Director & Command Endorsement for USU Faculty Appointment

**(RANK) (NAME) (DEGREE)** is a full-time faculty member of the <<*specialty*>> residency program at (BASE & HOSPITAL). As part of their faculty duties they routinely teach and precept USU medical students and military residents/fellows in outpatient clinics, procedure clinics and on the inpatient wards. Dr. (NAME) is an exemplary faculty member who delivers both outstanding clinical care and top-notch education.

I fully support their application for an academic appointment, rank decided by the department chair, of <<*your specialty*>> at USU. Please contact me for any questions or concerns (CONTACT INFO).

Respectfully,

<<SIGNATURE BLOCK>>

COMMAND ENDORSEMENT

DATE

I concur and fully support the academic appointment of **(RANK & NAME)**, << *your specialty*>>, at USU.

<<SIGNATURE BLOCK>>