

## Letter of Intent Medical/Dental

A letter of intent is basically a brief letter to the person you are asking to write you a letter to let them know why you are asking them and exactly what you need from them. Some things that may be included in the letter are:

- ☐ Who you are
- ☐ What you are applying for (med, dent, etc.)
- ☐ How you know them including dates
- ☐ Which characteristics you would like the letter writer to particularly address
- ☐ Instructions for submitting the letter
- ☐ Future goals
- ☐ Deadline for submitting the letter

### *Sample 1*

My name is Aspen Bark and I took BIOL 1610 from you in Fall 2010. I really enjoyed the class. In addition to building my basic knowledge of biology, I also found that I needed to readjust my study habits in order to be the successful student I wanted to be. Meeting with you and my study group helped me learn better study methods that helped prepare me for the other science classes I took in the semesters following. I am currently preparing to apply to dental school and I am requesting a letter of recommendation from you to address my academic and intellectual ability in relation to dental school. I have attached my resume and personal statement. I am happy to provide any additional information you feel you need. I plan to submit my application by May 15 and will need to send my letters at that time. I am asking all of my letters writers to submit their letters by April 15 so I will be prepared to submit an early application.

Please send the letter to the UVU Pre-Health Advisor through campus mail at mailstop 101 or her office at LC 402

Thank you for your willingness to write me an excellent letter of recommendation.