(Date)

Center for Scientific Review

National Institutes of Health

6701 Rockledge Drive, Room 1040, MSC 7768

Bethesda, MD 20892-7768

To Whom It May Concern,

Undergraduate students of (ethnic background) heritage are under-represented in the health sciences according to national and state data.

(Candidate’s Name) is a US citizen and a/an (level of education) at (Institution Name) who is interested in (research interest). Given his/her background (justification that would make him/her an excellent addition to the work conducted and advanced by) the (Department) at the University of California, San Francisco.

As an affiliate at UCSF, s/he will have access to and benefit from a number of resources from the UCSF Office of Diversity and Outreach.

(Candidate) demonstrates a strong potential as a successful (clinician/researcher/other) and we fully support his/her research endeavors.

I appreciate your consideration of this request. Please let me know if you have any questions.

Sincerely,

J. Renee Navarro, PharmD, MD

Vice Chancellor

Diversity and Outreach