Dear Dr. LAST NAME,

Thank you so much for agreeing to write me a letter of recommendation. I would appreciate it if you could upload your letter no later than September 15, 2023 so that I can submit my application on time. This letter is for my application in CATEGORICAL/PRELIMINARY PROGRAM.

I am requesting that you upload my Letter of Recommendation (LoR) to the Electronic Residency Application Service, which distributes the letters to the programs to which I am applying. I am attaching the Letter Request Form which provides instructions on how to upload the letters into the ERAS Letter of Recommendation Portal. This form includes the unique Letter ID which you will need to submit a letter on my behalf.

In order for a letter to be uploaded, it must be formatted as following:

* File must be in PDF format
* File size cannot exceed 1 MB
* File cannot be password protected
* Filename cannot contain special characters

More information is available at the [**2023 LoRP User Guide (PDF)**](https://www.aamc.org/media/45531/download?attachment)**.**

To help you, I am also attaching a copy of my Curriculum Vitae and my personal statement.

Once again, thank you so much for helping support my residency application.

Sincerely,

Student Name

AAMC ID #