

# SCHOOL LETTER HEAD

Department of Biology

Address

*Include contact information*

Friday, June 6, 2025

To Whom It May Concern,

My name is Dr. Lorem Ipsum, and I am an assistant professor of biology at Sample University. Say something about you and how long you have been at Sample University or how long you have been in higher education.

I am writing in support of Student Name, who was in my BIO 101 Introductory Biology class in the Fall 2024 semester. Student Name earned an A- in my course, which ranked them in the top 12% of students that semester. Include something about them as a student and add any relevant information you know. Write something about their behavior/conduct in class, visits during office hours, attendance, etc.

Tell us why you think the student is fit for the dental profession. Include qualities they possess that will make them successful in dental school and as a dentist.

*\*\*Letters are confidential, so if you have concerns, you can share them here. Students will NOT see them.\*\**

Thank you,

[Insert electronic signature here]

Jonas Salk, Ph. D.

Assistant Professor of Biology

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Sample City, MI 40000