

**Sample letter from the PROGRAM DIRECTOR to the Chair of the Credentialing Committee to request an appointment for appointment of trainees.**

This letter requires the name of trainee, title, dates of appointment (no more than one year), PGY status and statement regarding their physical and mental health of applicant.

On your Department letterhead

Margaret C. Tracci, M.D., J.D.  
Chair, Credentials Committee  
Clinical Staff Office  
Box 800547

Dear Dr. Tracci,

I am writing to request clinical privileges for \_\_\_\_\_ NAME \_\_\_\_\_, Credentials in the Department of \_\_\_\_\_, division of \_\_\_\_\_ for one year, effective \_\_\_\_\_ to \_\_\_\_\_ as a PGY \_\_\_\_\_.

To the best of my knowledge Dr. \_\_\_\_\_ is physically and mentally capable of performing his/her duties.

If you have further questions regarding his/her appointment, please do not hesitate to contact me.

Sincerely,

\_\_\_\_\_  
PROGRAM DIRECTOR

Effective 7/1/2010