

Attachment 4: Request for Reference Example

OMB No. 0925-0761
Expiration Date: 07/31/2022

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Dear [reference]:

[Applicant name] has applied to the [Training Program] and named you as a reference.

Would you please provide a written letter of recommendation? In your letter, please include:

- Applicant's full name in bold
- Comments on the applicant's motivation, commitment, and qualifications toward scientific research
- Comments on the applicant's potential contribution to enhancing the diversity in the biomedical and cancer research workforce
- An assessment of the applicant's strengths and weaknesses, and whether you feel the applicant would be a good fit for the NCI intramural research environment
- If applicable, any additional circumstances or events with an impact on the applicant's life, career, or scientific progress that you feel are relevant to this application.

- If the applicant is a student currently enrolled in a degree program, confirmation of the type of degree program (e.g., BS, PhD, MD) and expected date of graduation.

Please submit by email your letter of recommendation as a PDF document by [insert date, two weeks from date of email] to NCIAApplications@nih.gov, addressed to:

[Name]

Division/Center/Office

Mailing Address