[letterhead]

[date]

Audrey Laporte, PhD

Professor and Director

Institute of Health Policy, Management & Evaluation

University of Toronto

Health Sciences Building Suite 425

155 College Street, Toronto ON M5T 3M6

Dear Professor Laporte,

I am writing this letter in support of [name]’s Status-Only appointment at the rank of [Assistant Professor / Associate Professor / Professor] with the Institute of Health Policy, Management and Evaluation (IHPME). This appointment will enable [her/him/them] to participate in the scholarly activities of the Institute.

[name] has been appointed as [rank] of department since [xx] and is currently the [employment info]. [S/he] holds [funding or award] and [s/he] has [xx] peer reviewed publications to date.

Please do not hesitate to contact me for any questions.

Sincerely,

Professor and Chair

[department]