(on letter head)

date

Audrey Laporte, PhD

Professor and Director

Institute of Health Policy, Management & Evaluation

University of Toronto

Health Sciences Building

155 College Street, Suite 425

Toronto, ON M5T 3M6

Dear Professor Laporte,

1. *Statement of Request*

I am writing to you to request a renewal of my Adjunct appointment at the Institute of Health Policy, Management and Evaluation (IHPME) in the [program/s].

1. *Summary of past contributions*

Since joining the faculty in [year], these are the contributions that I have made:

Teaching:

Service:

1. *Outline proposed contributions*

I have discussed with Dr [program director name], Program Director for [program], regarding my proposed contributions and we have identified the following:

Teaching: I would **[serve as mentor, provide course support, serve as tutor, guest lecture, etc]** in sessions of **[course code and course name]** in the **[term].**

Service: I am happy to participate in the IHPME admissions process, provide support in the implementation of the strategic plan, assist in other ongoing program activities, etc. **[list any other academic activities of interest]**.

Thank you for this opportunity, and please let me know if you require any further information.

Yours sincerely,