

THE FOLLOWING EXAMPLE IS FOR AN EMAIL FORMAT

SUBJECT: Request for reference letter

Dear Mr/Ms X,

I hope you are keeping well.

Thank you very much for providing me with the opportunity to shadow the **Maxillofacial and Orthodontics Department from 22nd August to 26th of August**. Your supporting team have been very helpful and have enabled me to discover intriguing branches of Dentistry.

I was pleased to see procedures along with team interactions; facing various pressures, dealing with under confident patients and the MOS/ Consultants' various communication approaches tailored to each patient. **[Explain what you learn here showing your engagement to that particular experience / placement]**

As I am accumulating information for my UCAS application, if you are able to provide me with one I would really appreciate a written reference letter please.

Once again, I am so thankful to you and your team for providing me with this unique opportunity to observe complex treatments and for spending their valuable time in explaining the demands of working in a hospital, I thoroughly enjoyed myself.

I look forward to hearing from you,

Kind regards,

Your Full Name