

IMG Request for Letter of Recommendation/Cover Sheet

Please attach this sheet to the *front* of your letter of recommendation with a paper clip.

Date: _____

Letter Writer: _____

Applicant Name: _____

AAMC ID: _____

Thank you for agreeing to write a letter of recommendation in support of my residency application. This sheet explains the special procedures needed to prepare a letter for ERAS—the Electronic Residency Application Service. Please send the letter of recommendation on original institutional letterhead to the ECFMG for transmission to ERAS using the following instructions:

1. Write your letter on official institutional letterhead and manually sign the letter in “colored” ink other than black ink.
2. Address the letter to "Dear Program Director;" not to each individual program director. ERAS will not process letters with individualized salutations.
3. Include in your letter whether or not I have waived my right to see this recommendation, as indicated below.
4. Include my name and AAMC ID, as listed above, in the subject line or body of the letter.
5. Print your letter so that it may be scanned and added to my files.
6. Attach this sheet to your letter before sending it, to help the ECFMG identify your letter with my file.
7. Finally, please deliver the letter to ECFMG at the address below.

Thank you for supporting my residency application.

I waive I do not waive my right to see this letter.

If "waive" is checked, I waive my right to see this letter now and in the future under the "Family Educational Rights and Privacy Act (FERPA)." I understand that if I waive my right to see this letter, this document is not eligible to be returned to me through the ECFMG Return of Document Service (RoDs). I acknowledge that this letter is for the specific purpose of supporting my application for a residency.

Applicant Signature: _____

ECFMG Mailing Address

For letters sent via the US Postal Service: (Regular Mail, Overnight, Express, etc.)

ECFMG - ERAS Documents
P.O. Box 11746
Philadelphia, PA 19101-0746
USA

If you use a courier service such as Airborne, DHL, Federal Express, or UPS send to:

ECFMG - ERAS Documents
3624 Market Street
4th Floor
Philadelphia, PA 19104-2685
USA