

## Sample Letter of Enquiry for Elective Placement

Name

Address

Contact Details (include email and telephone)

Date

Name of person/Medical Superintendent

Name of Hospital/Clinic

Address

### **Re: Elective Placement**

Dear Sir/Madam (use person's name and correct title e.g. Dr, Prof, if known)

State the reason why you are writing to them (e.g. "I am applying to undertake a 6 week elective, in the XXX unit, at your hospital from Dec 2011-Jan 2012")

Indicate what year you will be in when you plan to start the elective, and the level of skill you will have attained i.e. your level of clinical expertise

Outline details of any other general skills you have (e.g. skills you have gained apart from those taught in your course)

Mention any further points in your favour and any special qualities that you have

State your reason for choosing this particular place for your elective

"Could you kindly let me know if a place would be available to undertake an elective for the unit and dates that I have outlined."

"Looking forward to hearing from you"

Yours faithfully (yours sincerely if person's name known)

Your signature

Printed Name

### **Attachments**

Attach a resume (including academic record)

Attach a copy of your learning objectives