# Sample Letter to Trainee/Mentee

Dear X:

The University at Buffalo Department of X is considering the promotion of Dr. NAME to the rank of X. Since the University at Buffalo requires its promotions committee to review teaching evaluations, I am writing to request your candid assessment of the effectiveness of Dr. X as a teacher and mentor.

Based upon your experience with Dr. X as an educator, it would be particularly helpful if you would describe:

1. Your relationship to Dr. X (graduate student, resident, mentee, etc.);

2. The candidate’s strengths and weaknesses as a teacher/mentor with as much specificity as possible;

3. The impact his/her teaching and/or mentoring has had on you and your career.

Your assessment will be held in strict confidence, unless you are willing to allow Dr. X to have access to it. Please indicate your preference on the attached *Confidentiality Statement* form.

**Please respond via email at your earliest convenience indicating whether you are able to provide this letter or not.**

If possible, we would appreciate receiving your letter of evaluation and attached *Confidentiality Statement* form by **DATE**.

Thank you for your time and attention to this important task on behalf of the Jacobs School of Medicine and Biomedical Sciences. Please contact me with any questions you may have related to this request.

Sincerely,

Professor and Chair