Letterhead with business address

Date of letter

Dear International Student Services,

I am writing to support the request of the Medical Reduced Course Load for (STUDENT FIRST and LAST NAME) (STUDENT DATE OF BIRTH). Based on my assessment of the student, I recommend that they take a reduced course load at University of Washington for (DATES/QUARTER and YEAR).

Thank you for your time.

Sincerely,

(SIGNATURE REQUIRED – digital signature ok)

PROFESSIONAL STAFF MEMBER NAME

TITLE (must be Medical Doctor, Psychiatrist, Doctor of Osteopathy, Licensed Psychologist, Clinical Psychologist)