SPHSP Letter of Recommendation Request

To receive a letter of recommendation, please send an email to <u>sphsp-ps@columbia.edu</u> requesting a letter of recommendation (LOR).

E-mail should include the following items:

- Your current resume
- The year that you participated in SPHSP
- Description of the program you are applying to, or the purpose of Letter of Recommendation
- Due date of Letter of Recommendation

<u>Please note:</u> Letter of Recommendation must be requested <u>at least</u> 2 weeks prior to due date, preferably 1 month beforehand.