

## SAMPLE LETTER OF INTRODUCTION

Dear NAME:

Thank you for the opportunity to complete my Practicum with you as part of my Health Informatics program at the School of Biomedical Informatics. As you know, I am scheduled to complete my Practicum beginning \_\_\_\_ and complete by \_\_\_\_\_. I plan to work an average of \_\_\_\_\_ hours per week, per your recommendations and needs.

I would appreciate it if you would let me know what time to arrive my first day and where to park. Also, I plan to dress in business casual attire, but will change that if you have specific requirements that I should meet. I would also appreciate your suggestions about arrangements for meals. Please let me know if there are other important things you feel I should know about before I arrive.

Although I am interested in learning about all the aspects of your organization, I wanted to let you know that during my Health Informatics course work I have been most interested in \_\_\_\_\_.

I look forward to working with you and your staff in applying Health Informatics theory into practice during my Practicum. Thank you!

Sincerely,