Hello *(preceptor name),*

My name is [*insert name]* and I am currently in the process of developing supervised practice rotations for my upcoming Dietetic Internship applications. I am working to secure preceptors and facilities for *[insert internship dates; i.e. summer of 2023-spring of 2024]*.

I am interested in completing my *[insert rotation type; i.e. clinical rotation]* with you at *[insert name of facility; i.e. Albany Children’s Hospital]*. Your facility attracted me because *[insert info you found intriguing from their website or from previous experience with the facility].* I am also impressed by *[insert info about this particular preceptor that you’re impressed by/drawn to].*

I understand the uncertainty of scheduling rotations this far in advance and that there are several unknowns right now, but I am hoping that you would allow me to complete some of my supervised practice hours with you with exact dates to be determined at a later time.

I hope to be a helpful addition to your facility with my previous experience in *[insert any relevant experience that you have had related to this rotation].* Please see my attached resume for additional work and educational experiences. Feel free to call or email with any questions regarding how I can contribute to your workload (please see contact info below). Also attached are a list of required experiences (core competencies) for my *[insert rotation type; i.e. clinical rotation]* to help you evaluate if some or all of these experiences can be provided by you and your facility.

I greatly appreciate your time and consideration.

If you have any questions about support provided for UNCO preceptors, please visit our website: [For Preceptors (unco.edu)](https://www.unco.edu/nhs/dietetic-internship/for-preceptors/) or contact our Program Coordination Specialist, Brianna Williams, at [brianna.williams@unco.edu](mailto:brianna.williams@unco.edu). I look forward to hearing back from you. Have a great rest of your day!

*[Full name*

*Phone number*

*Email address]*

*[Make sure to attach your* ***resume*** *and the* ***core competency document(s)****]*