



## SAMPLE SHADOWING REQUEST LETTER

July 4, 2021

Dr./Ms./Mr. {Insert Name}  
1234 ABC Drive  
Colorado Springs, CO 80905

Dear Dr./Ms./Mr. \_\_\_\_\_,

My name is Jane Smith and I am currently a [year in school] at the University of Colorado Colorado Springs. I am in the process of exploring careers in healthcare and I am very interested in the field of [e.g., dentistry, occupational therapy, pediatric oncology, etc.] \_\_\_\_\_. I am seeking opportunities for shadowing and informational interviewing in order to better understand what it is like to be a \_\_\_\_\_. [How you found out about them/who referred you/why you want to shadow them] I found your e-mail through the \_\_\_\_\_ website OR I was given your contact information by your colleague, \_\_\_\_\_ etc. If you are willing and your [hospital/clinic/office] allows students to shadow, I would welcome an opportunity to observe you work. I would also value the opportunity to have a short conversation over coffee or tea (my treat!) to hear more about your experiences and to get your advice on how to prepare for a career in \_\_\_\_\_. Alternatively, a virtual meeting would also be greatly appreciated.

I realize that you are busy and that your time is valuable. If you have any questions or concerns, you can reach me by e-mail or phone at 123-456-7890.

Thank you for your consideration!

Sincerely,

*Jane Smith*

Student, College of Nursing and Health Sciences  
University of Colorado Colorado Springs