**REFERENCE LETTER - The Helen Hay Whitney Foundation - Deadline: 5pm EST, June 17, 2024**

**Email: letters@hhwf.org -** 20 Squadron Blvd, Suite 630, New City NY 10956

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| From: |       | Recommendation for: |  |
| Email:  |       |  (Last) | (First) |
| Title/Address: |       |
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The Helen Hay Whitney Foundation awards postdoctoral fellowships to recent M.D’s and Ph.D.'s for further research training in the basic biomedical sciences. We would appreciate your candid comments on the applicant and their potential for a successful research career. We seek to identify young scientists who have qualities of originality and imagination likely to make them internationally recognized leaders in biomedical research.

Please convert this letter into pdf format and email to **letters@hhwf.org** by 5pm EST, June 17, 2024. No faxes please. If the space below is not sufficient for the text of your letter, or if you prefer to use your own letter format, then please send us a separate letter on your institution’s letterhead, and be sure to include the applicant’s ranking, as outlined below. **If a reference letter is comprised of multiple pages, including this or any other cover page, please combine them into one pdf file.** Please do NOT mail a hardcopy follow-up. Do NOT use this template for the Prospective Supervisor's letter.

**When sending us the email, please name the pdf letter attachment according to the following convention:** “Applicant's**Last**Name**.**Applicant's**First**Name**\_Ref.**Referee's**Last**Name”

Example: If Dr. McCarty is writing a reference letter for an applicant named John Smith:

Your comments will be helpful to the Scientific Advisory Committee in evaluating this application, and they will, of course, be held in strict confidence. In addition, please give your ranking of this applicant's intellectual capacity and research potential in comparison with others at a comparable career stage. **Please specify your comparison group:**

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| Top 5% [ ]  | Top 10% [ ]  | Top 25% [ ]  | Top 50% [ ]  | Lower 50% [ ]  |