

Dear (Preceptor Name),

I hope this message finds you well. My name is (Name), I am an experienced (RN, FNP, ETC) working at (employer). I am currently enrolled in (UC CON Program) at the University of Cincinnati. I am interested in completing clinical hours (at your clinical site/with you) because X. I have attached a current version of my resume for your review.

I will be entering my (number) clinical rotation which is focused on (Clinical Focus) with a (Preceptor License Qualification). I have attached the clinical requirements sheet for my program to further explain the rotation details. My clinical site coordinator is (clinical site coordinator's name), and if you have further questions about requirements, please feel free to reach out to her at (clinical site coordinator's email address).

If you would be willing to precept me or know of anyone who may be willing to precept me, I would really appreciate it.

Feel free to call, text, or email (phone number and email)

Thank you for your time!

(Name)