

Subject: Medical Elective Placement

Dear [Sir/Madam, or Dr/Mr/Ms + last name of the consultant]

My name is [insert your name]. I am a [insert your year group] year medical student at [insert your medical school] University, United Kingdom.

I am writing to enquire about the opportunity to undergo a medical elective placement. This is a compulsory component of my course that can be undertaken at any hospital, for the duration of [insert number of weeks] weeks. The dates of the elective are [insert the dates].

I am interested in [insert country or hospital name] as a potential location for this placement, and would like to gain experience in [insert specialty of interest].

[Take the opportunity to write about why you are interested in going to this particular hospital and why you are interested in the specialty, including whether you have or haven't already had experience in this field. You might also write about any particular clinical work or research that the consultant has done that you have interest in.]

I have viewed your hospital website online, and would like to find out whether undertaking the elective at [insert hospital name] would be something you could offer. [If you are writing to a consultant, ask whether they would be willing to supervise you].

Please let me know whether you require any further information and I will be happy to provide it.

Let me know whether this is the most appropriate email for these purposes. If not, please could you direct me to the best person to contact.

Thank you in advance, and I look forward to hearing back from you.

Kind regards,
[insert your name]

X year medical student
Y University