<Date>  
  
To: Name  
To: Title  
To: Company  
To: Mailing address  
  
  
<Name>,  
  
I am actively working toward becoming a Certified Pharmacy Executive Leader (CPELSM). The CPEL credential from the [American Society of Health-System Pharmacists](http://www.ashp.org/) (ASHP) provides national recognition of [core competencies](https://www.ashp.org/-/media/assets/professional-development/CPEL/docs/ASHP-CPEL-Professional-and-Leadership-Competencies.pdf) in professionalism, leading people, leading the pharmacy enterprise, and leading within and across complex health care systems. I am committed to achieving and maintaining excellence in leadership which is part of this organization’s mission. Earning the credential will help me demonstrate that commitment.   
  
One of the CPEL eligibility requirements is to obtain a professional reference from a senior healthcare leader within my organization attesting to my pharmacy leadership. I would be honored if you would serve as my reference. The reference should include your contact information, our reporting relationship, number of years we have worked together, and my roles and accomplishments in the following:

* Ensuring strategic planning at our organization leverages pharmacy services across the continuum of care to improve health outcomes.
* Participating in the pharmacy enterprise's and health system’s strategic planning and decision-making processes at the most senior levels.
* Collaborating with executives to build cross-functional relationships and align services with initiatives such as quality metrics and financial performance.
* Advancing patient care services through the promotion of pharmacy best practices by the creation and adoption of emerging technologies and innovative services.
* Optimizing formulary management with an emphasis on procurement that is driven by clinical efficacy, patient outcomes and total cost of care.

If my application is approved, I will participate in a live capstone event as the final step to achieving my credential. I am excited about this step forward in my career and am grateful for your time and support. In order to meet the deadline to submit my application, I would like my reference to be submitted by <Specific date>. Please let me know if you are unable to meet this timeframe.  
  
With sincere appreciation,  
<Your name and contact info>