

## RADIATION ONCOLOGY SHADOWING REQUEST EMAIL TEMPLATE

Use this as an email template when reaching out to Radiation Oncology Clinics to request a shadow.

**Subject line:** Shadowing Opportunity Request – Radiation Therapy

**Message:**

Dear [Clinic Manager/Department Contact],

I hope this message finds you well. I am currently exploring educational opportunities in radiation therapy at Northwestern Health Sciences University, which requires 16 hours of shadowing at clinical sites.

I am writing to inquire whether it would be possible to arrange a shadowing opportunity with a Radiation Therapist at your facility. I am [age, if under 18] and have completed [highest level of education, e.g., high school or current college status].

I am available on the following dates and times:

[Day, Date, Time]

[Day, Date, Time]

I would appreciate your consideration of my request. Thank you for your time, and I look forward to the opportunity to gain experience from your team.

Sincerely,

[Your Full Name]

[Address]

[Phone Number]

[Email Address]