Dr. Program Director,

My name is \_\_\_\_ from the University of Potomac River COP and I understand that I have a recommendation outstanding to your program and wanted to update you on this issue. I initially requested the recommendation on October 15th, 2020, but life circumstances have made it difficult for my recommender to meet the deadline. I have been in touch with them and they indicated they would forward that recommendation on January 2nd, 2021. I want to apologize for this inconvenience.

Sincerely,

Residency Applicant