

# Health Care Loan Forgiveness Program Hospital Nurses Reference Letter Instructions

This document is intended for individuals who have been asked to write a Letter of Reference in support of an application for the Minnesota Health Care Loan Forgiveness Program for Hospital Nurses.

## Program Description

The purpose of the Minnesota Health Care Loan Forgiveness Program is to recruit and retain health care professionals to needed areas and facilities in Minnesota. Loan forgiveness is an important benefit for health care professionals as well as health care facilities and communities experiencing a shortage of access to health care services.

The Office of Rural Health and Primary Care (ORHPC), Minnesota Department of Health administers this program. It is funded by the State of Minnesota.

Program eligibility requirements and benefits are established by [Minnesota statute, 144.1501](https://www.revisor.mn.gov/statutes/cite/144.1501) (<https://www.revisor.mn.gov/statutes/cite/144.1501>) authorizing the health professional education loan forgiveness program.

## Reference Requirements

Reference letters should address all the following:

- Examples of applicant's interest and commitment to their profession
- Examples of applicant's commitment to serving underserved populations and communities
- Examples of applicant's ability to work and communicate constructively with people from diverse backgrounds
- Explanation of why applicant is an excellent candidate (e.g. example of how they've gone above and beyond, what makes them unique, why they are a good fit for the program, etc.)

Reference letters should:

- Be on letterhead
- Be signed
- Contain writer's contact information
- Clearly state writer's relationship to applicant
- Be personalized to applicant

**Reference letters should be returned to the applicant, who will submit it electronically with their application. We do not accept references directly from the writer.**

Minnesota Department of Health  
Office of Rural Health and Primary Care  
625 Robert St. N  
PO Box 64975  
St. Paul, MN 55164-0975  
651-201-3845  
[health.loanforgiveness@state.mn.us](mailto:health.loanforgiveness@state.mn.us)  
[www.health.state.mn.us](http://www.health.state.mn.us)

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*To obtain this information in a different format, call: 651-201-3838.*