

Sample Letter for a Commercial Supporter (Form IIIa)

Re: CME Program

Dear

This is to express my appreciation for the gift you have offered to _____ (e.g. Nassau University Medical Center) to support our educational programs, and to assure you it will be used to the best advantage of our staff and other participants who rely on this office to keep abreast of developments in the rapid growth of new technology and pharmacology.

We intend to apply this gift to the program entitled: “_____” to be held on _____ . We will acknowledge your support at that time.

If this will be an exhibition with displays of commercial products: the products will not include nor imply endorsement by the Nassau University Medical Center a provider of Continuing Medical Education. This statement should be provided on written materials clearly disclaiming endorsement. The exhibits will be physically distant and separate in a different room from the CME activity.

We require the enclosed agreement to be completed and signed prior to receiving a donation for education, in order to meet the accrediting standards for education sponsored by Nassau University Medical Center. Please return the completed form with an appropriate signature.

Sincerely,

Program Director