**Template Letter of Institutional Support for Consideration for ACHA’s CE Committee**

*(Please place on institutional letterhead)*

Dear ACHA Continuing Education Committee:

I am writing to express our institutional support for *[candidate’s name]* in the volunteer position on the ACHA Continuing Education Committee.

I feel that [candidate’s name] is a good candidate for this volunteer role because . . . *[add your own thoughts here]*

*[Candidate’s name]* has shared the requirements and expectations for this position and I can commit *[institution’s name]*’s support for their active participation in committee efforts and attendance at required virtual and in-person meetings as outlined in the position description.

I can also commit to retaining *[institution’s name]* institutional membership with ACHA and/or supporting *[candidate’s name]*’s individual membership for the duration of their term on the Continuing Education Committee.

I understand that while ACHA will cover all expenses for the fall in-person Program Planning Committee meeting, they do not cover registration or expenses related to the ACHA Annual Meeting in the spring. I further understand that ACHA does not compensate its volunteer members for their service.

Thank you for your consideration.

Sincerely,