**Sample Grant Request Letter**

<Date>

Dear Members of the Medical Education Grants Committee,

On behalf of Dr. <Course Director>, <Department> and the Office of CME, thank you for considering to support the <Insert Title> to be held on <Insert Date> through an unrestricted educational grant in the amount of <Insert Amount Requesting>.

The target audience of the conference is <Insert audience> in the <Insert geographic area>. This educational activity historically has attracted <Average number of past attendees if applicable> participants annually and we anticipate another great turnout this year. I’ve attached the following documents which include detailed information on the:

* Learning Objectives
* Needs Assessment and Professional Practice Gap
* Agenda
* Budget estimate
* Program Outcomes from previous conferences (past evaluation data)

This activity is sponsored by the Northwestern University Feinberg School of Medicine, Department of <Add department here> and the Office of CME. The medical school has received Accreditation with Commendation by the Accreditation Council for Continuing Medical Education (ACCME). To verify Northwestern’s accreditation status please visit the ACCME’s website at <http://accme.org/find-cme-provider>. As an accredited provider, the medical school’s programs comply with the ACCME Standards for Commercial Company Support.

As an accredited provider, the medical school’s programs comply with the ACCME Standards for Commercial Company Support. Therefore this educational activity meets the three conditions to qualify as a “Sunshine-exempt” program. In addition, the food and beverage (F&B) service for this activity is buffet meals; morning and afternoon breaks; soft drinks; and coffee is available to all participants in a group setting. It is difficult to establish the identity of the physicians who partook in the meal or breaks, therefore the F&B is defined as “Sunshine-exempt” and are excluded from reporting/tracking.

Thank you for your consideration and if you have any questions feel free to contact me.

Sincerely,

<Coordinator>

<Title>

<Institution>

cc: <Office of CME Coordinator>