**Template Letter of Institutional Support**

**for Consideration for Incoming Section Program Planners**

*(Please place on institutional letterhead)*

Dear ACHA Program Planning Committee:

I am writing to express our institutional support for *[candidate’s name]* in the *[ACHA section name]* 2028 Program Planner position on the ACHA Annual Meeting Program Planning 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 Program Planning Committee.

I understand that while ACHA will cover all expenses for the fall 2027 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,