[Institutional Letterhead]

To the Academy of Geriatric Emergency Medicine:

[Insert name of student] has applied for the Society for Academic Emergency Medicine (SAEM) student scholarship sponsored by the Academic of Geriatric Emergency Medicine (AGEM).  SAEM is the premier medical organization for scholarly emergency physicians in North America with a focus on researchers, educators, and clinicians. AGEM members represent some of the world’s leaders striving to improve the outcomes of emergency care for an aging society and hold an annual meeting at SAEM.  [Name of institution] recognizes that this is an opportunity for [name of student] to network with geriatric emergency medicine leaders and present their ideas in this domain.  Therefore, we pledge that if [name of student] is awarded this scholarship that [name of institution] will be excused from their clinical responsibilities for 3 days in order to be able to attend this meeting.

Sincerely,

[Dean or authorized individual’s signature]