



## Request for a Letter of Support

### INSTRUCTIONS

SHEA members who would like to request a letter of support from SHEA must submit the following information, described to the right, to [info@shea-online.org](mailto:info@shea-online.org):

1. Contact information
2. Format information
3. Draft content for letter

Requested letters will be reviewed and approved/declined by SHEA Board leadership. SHEA reserves the right to decline requests.

### ELIGIBILITY

Requests for letters of support may be submitted by SHEA members in good standing for the current calendar year.

The purpose of the requested letter of support should align with [SHEA's mission and vision](#), and support the advancement and promotion of healthcare epidemiology and antimicrobial stewardship.

Allow for at least 2 weeks of turnaround time.

4040 Wilson Boulevard, Suite 300  
Arlington, VA 22203  
[info@shea-online.org](mailto:info@shea-online.org)

### CONTACT INFORMATION

#### Requestor

Full name, degree(s)  
Title  
Affiliation  
Street address  
City, state, zip  
Email  
Phone  
Biosketch (<250 words)

#### Letter's Recipient

Full name, degree(s)  
Title  
Affiliation  
Street address  
City, state, zip

SHEA sends letters of support to the requestor unless otherwise specified.

### FORMAT INFORMATION

- Date when the letter is needed. Allow for at least 2 weeks of turnaround time.
- If the letter should be signed by someone other than the SHEA President or his/her proxy (e.g. President-Elect or Past President), please specify.
- By default, letters are sent as PDFs to the requestor's email address. Please specify if it should be delivered differently.

### CONTENT

Please provide the draft content for the letter, including:

- Title and/or reference information for opportunity
- Brief description of relevance to SHEA and value to field
- For research proposals:
  - Title of your proposal
  - Brief description of aims
- If applicable, request(s) for future SHEA involvement in proposal (e.g. use of the SHEA Research Network)

SHEA reserves the right to write and/or perform editing of any drafted content.

If the letter is being submitted for a grant or contract, please attach a PDF of the announcement or RFA, or provide the link with your request.