

[Your Organization's Letterhead]

[Date]

National Center for Healthcare Leadership
ncaf@nchl.org

Dear NCHL,
RE: Letter of Organizational Support for <Insert Name>'s

I am writing this letter to express our organization's strong support for [Prospective Administrative Fellow Volunteer's Name/Name] in their application to volunteer as an administrative fellow for the NCHL All-Member Conference.

I am pleased to inform you that, as part of our commitment to their professional development, we will provide [Name] with the necessary support to attend the upcoming NCHL All-Member Conference. We recognize the significance of such conferences in fostering knowledge sharing, networking opportunities, and personal growth. By volunteering a minimum of 3-8 hours at the conference, our sponsored fellow will receive a complimentary registration.

We're committed to sponsoring any additional related costs (travel, per diem, hotel) and recognize that as a volunteer [Name] will be compensated with 1 free registration to the NCHL All-Member Conference.

NCHL will not reimburse for travel, food, or lodging expenses. We aim to ensure that [Name] can benefit from this enriching experience and bring back valuable insights to contribute to our organization's mission.

Should you require any additional information or have any questions, please do not hesitate to contact me directly at [Your Contact Information].

Thank you for considering our endorsement of [Name]. We appreciate the opportunity to support their professional development and contribute to NCHL's All-Member Conference.

Sincerely,

[Your Name]
[Your Position]
[Your Email]
[Your Organization's Name]
[Your Organization's Address]