**College of Medicine** 720 SW 2nd Ave, Suite 575

Continuing Medical Education PO Box 100233

 Gainesville, FL 32610-0233

 352-733-0064

 352-733-0007 Fax

DATE

Dear Educational Grants Committee Members:

On behalf of the University of Florida College of Medicine, Office of Continuing Medical Education and NAME, Activity Director, I am writing to request an independent educational grant from COMPANY to help support an upcoming CME Activity titled, Conference. This program is DESCRIPTION.

This activity is scheduled for DATE in CITY, Florida. We anticipate an audience of approximately XX AUDIENCE TYPES. learning format

Your educational grant in the amount of $XXX will help support the overall program. NAME, can answer any questions you might have regarding support of this program. She may be reached at PHONE or via email at EMAIL. Grant requests are being/will be submitted to other commercial entities; this will not be a sole supporter activity.

All financial support is paid directly to the Office of Continuing Medical Education as an educational grant, and should be made in the form of a check payable to the University of Florida and submitted to: University of Florida, Office of CME, P.O. Box 100233, Gainesville, Florida 32610-0233. Physical Address: 720 SW 2nd Ave - Suite 575, Gainesville FL 32601. The University of Florida Federal Tax I.D. number is 59-6002052.

This letter serves as a statement that COMPANY in no way influenced the content or planning of the activity, and that this activity is designed, planned and implemented totally independent of COMPANY’S influence. All elements of implementation will be conducted in complete accordance with the ACCME Guidelines for Commercial Support of CME Activities, as well as relevant regulations and Guidelines set forth by the Food and Drug Administration (FDA) and the American Medical Association (AMA), among others.

We appreciate your consideration of this request, as we, ACTIVITY DIRECTOR, the planning committee members and other course faculty, look forward to providing an intensive educational activity to enhance the clinical practice of healthcare providers for the improvement of their patients’ outcomes.

Sincerely,



Marvin A. Dewar, MD, JD

Senior Associate Dean and CEO, University of Florida Health Physicians

Associate Dean, Continuing Medical Education

College of Medicine, University of Florida