

Template for Motivation letter for Academy applications



Date

To: Jenny White
International Society of Blood Transfusion
Marnixstraat 317
1016 TB Amsterdam
The Netherlands

From: Name
Organisation:
Address line 1
Address line 2
Country

Dear Jenny White,

First paragraph: Clarify the objectives of the educational activity for which you are seeking funding. Indicate the nature of the event and mention the speakers and the expected delegates (number of delegates, countries, backgrounds)

Second paragraph: Talk about yourself and your organisation, what do the reviewers need to know about you and your institute? Please list the educational activities that you do or previously did.

Third paragraph: Explain why you need the financial support from ISBT, and whether any other funding opportunities have been explored.

Sincerely,

Your name
Contact information