
Sample Cover Letter for Affiliation Agreement Submission

Contact Name
Company/Institution Name
Street Address
City, State, ZIP

Date:

RE: _____ Affiliation Agreement

Dear _____:

This confirms conversations between our faculty member, _____, and your representative, _____, of our wish to use _____ (agency/school district/hospital, etc.) as a _____ (health agency, clinical site, student teaching center, practicum center, internship site, etc.) for the university's _____ (program name, e.g., BS in Nursing, MS in Exercise Science) program.

Enclosed is an original standard affiliation agreement used by the university to be signed by you and returned in the enclosed envelope. After all signatures are affixed, a copy will be returned to you and the agreement will be deemed effective.

We share the following with you for purposes of clarification. Others have raised questions about the procedural issues noted below and in order to prevent any undue delays, we draw the following to your attention:

1. **Date** - The blank with the date in the first paragraph (i.e., "This agreement made this ____ day of _____"), will be completed when the last person at the university executes the agreement. (**Depending on template used this statement may need to be adjusted.**)
2. **Signatures** - It is important that any individual who signs on behalf of your institution has contracting authority to legally execute the enclosed agreement.

Thank you, most sincerely, for your willingness to affiliate with East Stroudsburg University of PA. Should you have any questions regarding anything contained in this letter, or within the enclosed agreement, please do not hesitate to contact me.

Sincerely,
