From:

To: The Secretariat

WHO Acute Care Action Network

World Health Organization

Geneva, Switzerland

Date dd/mm/yyyy

Dear Secretariat of the WHO Acute Care Action Network,

This is to confirm that [name of the organization], of which I am the [Chief Executive/Chair of the Board/etc.] expresses its interest to participate in the WHO Acute Care Action Network.

Mr/Ms/Dr [name of the focal point] will be representing [name of the organization] in the application process and be the focal point for any communication between WHO Acute Care Action Network and [name of the organization]. Their contact details are: [add focal point’s email and telephone].

We believe that we are an appropriate participant organization based on our [comment on structure e.g. academic department working in LMICs; global professional society representing XYZ group; etc] and our relevant experience [list years of work in which part of acute care; keep it short but informative].

Your sincerely,

Name and signature