TEMPLATE / SAMPLE LETTER

To whom it may concern,

I am planning to apply for a BRACCO Fellowship grant and am writing to express my interest in conducting a clinical / management fellowship at your institution. My proposed topic is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The duration of the fellowship is of 2 months and my proposed dates are from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, considering that the fellowship should take place between January and June 2023.

Would you please let me know if your institution would be willing to host me for the above mentioned project, pending that I receive the grant from ESR/BRACCO which will cover my travel and accommodation costs. There is no cost to your institution.

With my best regards,

*(Full name)*

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_