Date: November 9, 2022

From: Organization representative name, designations

Title, organization

To: Applicant’s name

Re: Organization name volunteer service

Dear applicant first and last name,

On behalf of organization name, I would like to thank you for your active engagement through membership and specifically for serving on the committee/task force/board name as position served in(*from*) year/range of years served. Your contributions have supported the mission and goals of our organization: organization’s mission (*optional*).

You have exhibited commitment to the profession of Infection Prevention and served as a respected subject matter expert. Your dedication to organization and other Infection Prevention professionals exemplifies your passion not only to improve yourself, but also to help others in further developing their own skills set.

It is our organization’s intention for this letter to serve as our sincere appreciation as well as professional documentation to be applied to the renewal of the distinction of Certified in Infection Control and Epidemiology (CIC).

Sincerely,

*Digital signature*

Name of organization representation, designations

Title – Name of Organization

Contact information – *optional*