November 9, 2022

To whom it may concern:

The Association for Professionals in Infection Control and Epidemiology (APIC) [name of chapter] Chapter, [chapter number] would like to take this opportunity to recognize [name of applicant]. [Applicant name] served as [position served] for our Chapter in/from [year (or range of years) of term served]. [Applicant name] has been instrumental in assisting with all chapter activities and a valued member of the Board.

APIC’s mission is to improve health and patient safety by reducing risks of infection and other adverse outcomes, and [applicant name]’s participation in the [chapter name] Chapter further this mission. We extend our thanks to [applicant name].

Please contact us if you need further information.

Sincerely,

[Name of chapter representation and any credentials]

[Title of chapter representative] – APIC [chapter name and number]

[Contact information – optional]