

[INSERT DATE]

Katherine Julian, MD
Associate Dean for Graduate Medical Education
Designated Institutional Official
UCSF

Graduate Medical Education Committee

Dear Dr. Julian and GMEC Membership,

Please find attached our request for a new Non-ACGME Program in the [Department/Division of XXX].

[Paragraph – Please briefly describe the program in 1-2 sentences]

[Paragraph – Please state who the program director is and how the program will be funded]

[Paragraph – Please state when the fellows will start the fellowship]

The [Department/Division of XXX] fully supports the creation of this new program.

Sincerely,

[Department Chair/Division Chief signature]

[Vice-Chair for Education signature if applicable]