Letterhead

Example Letter of Support for a Representative on a Standards Consensus Body

Date

Ms. Sharon K. Stanford

Director, Standards

American Dental Association

211 E. Chicago Ave.

Chicago, IL 60611

stanfords@ada.org

RE: Letter of support for the ADA Standards Program

Dear Ms. Stanford,

The <insert company/organization/school, etc.> hereby appoints and supports <insert name> to serve on ADA Standards Program Consensus Body(ies) on our behalf.

<insert name> will serve as the primary voting representative on <insert number and name of Consensus Body(ies)>.

<insert name> will serve as an observer representative on <insert number and name of Consensus Body(ies)>.

<insert name> will serve as the alternate voting representative on <insert number and name of Consensus Body(ies)>. (up to 2 alternate voting members may be appointed)

Please contact me at <insert email/phone> if you have any questions or need additional information to facilitate our representative(s) participation.

Sincerely,

<insert name of officer/executive>