

EXAMPLE LETTER

IMPORTANT INFORMATION: Below is an example of a letter which can be used as a letter of acceptance from the head of the research group(s) in which you will be working.

The information should be returned on the institutes' letterhead together with the application form and other required documents.

To: ESE Science Committee
c/o ESE Office
Euro House, 22 Apex Court
Woodlands, Bradley Stoke
Bristol, BS32 4JT. UK.

Date _____

Dear ESE Science Committee

ESE Short-Term Fellowship:

Letter of acceptance for _____ (insert name of applicant)

I, (insert name of the head of the research group(s)) of the institute (insert name of the institute) confirm the following:

	Please tick to confirm
The applicant will be accepted to work at the institute named above	
The institute named above will make its facilities available to the applicant for him/her to pursue the proposed research	
The institute named above will not ask ESE or the applicant for any additional research grant, bench fees or overheads	
The applicant has already spent time at the institute named above. NB: Please list the dates of all visits	

Signature: _____ Date: _____
(Applicant)

Print name: _____
(Applicant)

Signature: _____ Date: _____
(Head of the research group)

Print name: _____
(Head of the research group)

Please return by email to info@euro-endo.org or by post to ESE Science Committee c/o ESE Office, Euro House, 22 Apex Court, Woodlands, Bradley Stoke, Bristol, BS32 4JT, United Kingdom.