**Template for Justification letter for**

**Academy applications**

Date

To: Jenny White From: Name

International Society of Blood Transfusion Organisation:

Marnixstraat 317 Address line 1

1016 TB Amsterdam Address line 2

The Netherlands Country

Dear Jenny White,

**First paragraph:** Why are you applying for funding? Be short, clear and concise regarding your request.

**Second paragraph:** Clarify the objectives of the educational activity. Indicate the nature of the event and mention the speakers and the expected delegates (number of delegates, countries, backgrounds)

**Third paragraph:** Talk about yourself and your organisation, what do the reviewers need to know about you and your institute? Please list the educational activities that you do or previously did. This seems like a repetition of the information to be included on the powerpoint slides

**Fourth paragraph:** Explain why you need the financial support from ISBT.

Sincerely,

Your name

Contact information