

## EXAMPLE LETTER

*Below is an example of a letter which can be used as proof of eligibility for the ESE Meeting Grant and should be returned **on your institutes' letterhead** together with the application.*

To: ESE Office  
Euro House, 22 Apex Court  
Woodlands  
Bradley Stoke  
Bristol  
BS32 4JT  
United Kingdom

Date

Dear ESE Office

### ESE Meeting Grant

Please accept this letter as proof of eligibility together with the application from (insert name of applicant) for the ESE Meeting Grant.

I, (insert name of superior), confirm that (insert name of applicant):

	Please tick to confirm
Is not more than 10 years post-PhD or MD	
Applicant must be within 10 years post-PhD or MD or below high income country status, as classified by the <a href="#">World Bank</a>	
Is a member of ESE – please give membership number: _____	
Is not fully funded by industry	

Please note: If this application is for attendance to the European Congress of Endocrinology (ECE) then it is a requirement for the applicant to be the first author of an accepted abstract.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Applicant)

Print name: \_\_\_\_\_  
(Applicant)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Superior)

Print name: \_\_\_\_\_  
(Superior)

Please return by email to [info@euro-endo.org](mailto:info@euro-endo.org) or by post to ESE Office, Euro House, 22 Apex Court, Woodlands, Bradley Stoke, Bristol, BS32 4JT, United Kingdom.