



## **Associates Application Letter**

### **Required elements**

- 1) Letter must be on department /division/school letter head
- 2) Address letter to Everly Brown, Circulation Department
- 3) State the length of associate's appointment
- 4) Letter must be signed and dated by department/division chair

### **Example**

Dear Ms. Brown,

Dr. Joan Jones is a volunteer instructor in the School of Medicine. She will be instructing students during the fall semester 2008. This letter qualifies her as an affiliate of the School of Medicine so that she may purchase a membership to Resources Plus.

Signature:

Date: