BROWN
Division of Biology and Medicine

Sample Search Support Letter
Clinical Departments

(Department header)

Date

CEO of Hospital
Address

Dear **(CEO of Hospital)**:

The Department of **(Department)** has recommended initiating a search for a **(name of position)**. In order to move forward with establishing this search, I am writing to ask the **(hospital name)** to affirm its commitment to this FPA under the following conditions:

1) The hospital intends to sign an employment contract with the faculty member filling the position
2) Employment contract will include a financial commitment for base compensation for the term of the appointment.
3) Compensation will be set within the affiliated hospital guidelines

Please give this request your earliest possible consideration. Thank you.

Sincerely,

(Department Chair)