

– SAMPLE LETTER –

Critical Care Echocardiography Certification for Physicians who completed one year of clinical fellowship dedicated to Transesophageal (TEE) echocardiography (Requirements 4 and 5)

ABC Hospital
123 Main Street
New York, NY 54321
(212) 123-5432

Date letter was written (MM/DD/YYYY)

National Board of Echocardiography, Inc.®
3915 Beryl Rd. Suite 130
Raleigh, NC 27607-5609

RE: Applicant's Full Name
Applicant's Date of Birth
ACGME Program Number

To Whom It May Concern:

REQUIREMENT 4

This letter confirms that Dr. _____ (Applicant's name) _____ successfully completed a minimum of one year of specialized clinical training dedicated to the study of Adult Critical Care at our institution between __ (MM/DD/YYYY) __ and __ (MM/DD/YYYY) __. This letter further confirms that this program is an accredited ACGME training program or other nationally accredited critical care echocardiography training program.

REQUIREMENT 5

Our records indicate that Dr. __ (Applicant's name) __ had specific training in Critical Care Echocardiography and personally performed and interpreted ____ (# of cases) ____ transesophageal echocardiograms under appropriate supervision.

I certify that the number of studies provided above are exact numbers and are not rounded and/or estimates.

Sincerely,

(Original signature required)

Typed name

Title (Fellowship Director, Program Director, or Chair of Critical Care program.)

Sworn and subscribed to before me on (date): _____

Signature of Notary Public

NOTE: The EXACT number of studies performed and interpreted MUST be provided. Committee decisions will be determined using the numbers provided in this letter. If using a fiscal year, exact dates are required. For example, MM/DD/YYYY - MM/DD/YYYY. Letters MUST be typed on appropriate letterhead and MUST be notarized.