Dear <Dean’s name>,

Thank you for supporting my professional and personal development by securing <university name> funding for me to attend the American Medical Student Association (AMSA) Annual Convention and Exhibition in Washington, DC. I’m excited about the opportunities AMSA’s Convention will provide me for experiential learning, networking, and being inspired.

I’m particularly looking forward to <fill in>.

I wouldn’t be able to attend the AMSA Annual Convention without your financial assistance. Your support of my learning both inside and outside the classroom makes me proud to say I’m a medical student at <university name>.

Sincerely,

Your Name

Your Class