

**SAMPLE LETTER OF ACCEPTANCE FROM CIVILIAN
TRAINING PROGRAM
DUE: 15 APRIL 2025**

Your training offer is contingent upon submitting a "Letter of Acceptance" from the civilian training institution (and match notice, if applicable) to Physician Education by **15 April 2025**. The letter must be on the training institution's letterhead, be signed by the Program Director, and list the specific training start and stop dates. Good contact information for the program director is required. Please do not send in letters sent to you by the program (i.e., orientation letters, itineraries, welcome letters, contracts, etc.). Physician Education does not require a copy of your contract.

Below is an example of an appropriate Letter of Acceptance:

LETTERHEAD

FROM: Name of Program Director

TO: HQ AFPC/DPMNP
Physician Education
550 C Street West
JBSA-Randolph, TX 78150-4729

RE: Your Name

This is to verify that the above referenced physician has been accepted into a full categorical residency (or fellowship) training program in **SPECIALTY** at **NAME OF INSTITUTION** beginning on **START DATE** through **STOP DATE**. (If a mandatory orientation is required, please include the inclusive dates in a separate sentence in this letter. Official training is not authorized to begin prior to the stated start date listed on your JGMESB selection contract).

SIGNATURE

Program Director's Typed Name
Department
Contact telephone number and email address (if applicable)