

# Sample Document

Date

Name

Title

Address

City, State Zip

Re: Relevant Financial Relationships with Commercial Interests

Dear \_\_\_\_\_:

We are pleased that you are willing to participate in our CME activity scheduled for <DATE> at the <LOCATION> in <CITY>.

MedChi, the Maryland State Medical Society will be acting as the accredited provider for this program. MedChi is accredited by the Accreditation Council for Continuing Medical Education (ACCME). MedChi has made the choice to meet the ACCME's expectations for our practice of continuing medical education. MedChi values its accreditation and the quality of CME that it helps to maintain. We look forward to working together with you to provide CME of the highest standard.

The activity we have asked you to participate in is based on <INSERT IDENTIFIED NEED>. We have planned the activity so that <INSERT EXPECTED RESULT>. The purpose or objective of your contribution is <INSERT PURPOSE OR OBJECTIVE> and we expect the content will relate to <INSERT A SUMMARY OF THE CONTENT>.

MedChi has implemented a process where everyone who is in a position to control the content of an educational activity has disclosed to us all relevant financial relationships with any commercial interest. In addition, should it be determined that a conflict of interest exists as a result of a financial relationship you may have, this will need to be resolved prior to the activity. In order to do this, **please complete the enclosed disclosure statement and return it to us by <INSERT DATE>**. This information is necessary in order for us to be able to move in the next steps in planning this CME activity. If you refuse to disclose relevant financial relationships, you will be disqualified from being part of the planning, implementation and/or presentation of this CME activity.

Again, thank you for agreeing to work with us in the CME activity. We look forward to this activity making an important contribution to the continuing professional development of our learners and to your professional practice.

Sincerely,

<INSERT NAME>

<INSET JOB TITLE>