[Date]

Dear LHS Academy Director,

**Re: Support for Learning Health System Academy application**

I am writing to confirm my support for the Learning Health System (LHS) Academy program application submitted by *[Applicant name]* from *[Applicant organisation and department]*.

As the Health Service divisional/operational/professional manager responsible to senior management for [*Applicant name*]’s unit, I can confirm the following:

1. The applicant is well placed to develop an interest in clinical informatics and digital health.
2. The applicant has the potential to become a future leader of innovative care within this health service.
3. The problem that the applicant has identified in their application is pertinent to this health service, aligned with the digital health strategy, and should be addressed.
4. The applicant has a minimum 0.3 EFT appointment within this health service.
5. **The applicant has in principle support for release from clinical duties at 0.4FTE per week (Wednesdays, and one other day) for 11 months for LHS Academy activities with no detriment to salary, and back-fill for the clinical time will be funded by the applicant’s health service**. Partial scholarships are provided by the Centre of Digital Transformation of Health to the health service to support release from duties. Details will be finalised by the applicant, unit manager, and CEO-nominated lead if the application is successful.

Regards,

*[Manager name]*

*[Position], [Organisation]*

*[Email address]*