LOI & LOR details along with other pursuit related items are outlined in PTSF Policy AC-130, Process for Becoming an Accredited Trauma Center.

**Example - Letter of Intent (LOI) to Pursue Trauma Center Accreditation**

*Hospital Letterhead*

It is the intent of _________ (hospital name) to pursue level _____ (level of accreditation) trauma center accreditation. This decision has the support of the hospital’s Board of Directors, Senior Management and Medical Staff.

The primary point of contact will be ___________ (name and position) and they can be reached at ___________. (contact # & email).

*Optional*  
Language can be added about the hospital, the health system, how this pursuit will benefit the community, and potential plans for a survey(s)

*Signed by hospital administrator*

**Example - Letter of Request (LOR) for Site Survey**

*Hospital Letterhead*

This letter serves as official notification that ___________ (hospital name) is continuing our pursuit of level _______ (level of accreditation) trauma center accreditation. We are requesting a ___________ (consultative or accreditation) survey in 20____.

Enclosed please find payment of ______. (*Reference AC-130 and BD-113 for fees due with LOR)*

*Optional*  
Language can be added about the hospital, the health system, how this pursuit will benefit the community, and potential plans for a survey(s)

*Signed by hospital administrator*