

**Sample of official request letter to ITSDP/PTS Trauma Registry Director**  
(Please print using hospital letterhead)

Month / Day / Year

Dr. Edgar Rodas  
Director, ITSDP /PTS Trauma Registry  
Associate Professor of Surgery, VCU School of Medicine  
1200 East Broad Street  
Richmond, VA

Dear Dr. Edgar Rodas:

Please accept this letter as a formal request to access and use the ITSDP/PTS Trauma Registry. The trauma registry will be implemented at (Hospital/Institution Name) located in (Hospital / Institution Address) in (City) (Country).

(Person that will serve as local registry director's name) will be serving as director of the trauma registry at our institution.

We plan to start implementation (tentative date: month day and year to start implementation).

Our team would specifically like to use the (please check one):

- Pre-hospital Tier
- Essential Elements Tier
- Extended Tier
- Full version Tier

In addition to sending this letter we agree to read and send any other documentation needed to the registry coordinator.

We appreciate your consideration of our request to become part of the ITSDP/PTS Trauma Registry, and look forward to a favorable response in the near future.

Sincerely

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First Name and Last name  
Local Registry Director  
Tittle within the organization