Your

School’s Logo

Here

**[Date]**

**[Athletic Director’s**

**name and address**

**here]**

Dear **[Athletic Director]** –

To meet current best practice standards, it is imperative that we employ an electronic medical records (EMR) system for injury tracking. Not only will an EMR system vastly improve the speed and quality of our injury tracking process, it will also:

* Protect us from liability, by allowing us to record and track injuries, including information regarding concussion baseline testing and history, in real time
* Improve the quality and continuity of our care from athletic trainers to nurses and other medical personnel
* Give us instant access, from any web-enabled device, to an athlete’s emergency contacts and medical alerts

Put simply, an EMR system doesn’t just benefit the Athletic Trainers, coaches, and athletes: it’s also a vital investment in risk management. I have researched the available options, and recommend that we implement SportsWareOnline, a web-based system that provides us with all of the benefits and features listed above at a cost of $**[AMOUNT]**/year.

If budgetary funds are not available, I request your permission to contact program boosters and local businesses to request their help in the funding of our EMR system for the coming year.

Please reply at your earliest convenience—we cannot afford to proceed without and EMR system in place.

Sincerely,

**[Your name**

**and address**

**here]**