

‘ABC School of Business’ — Sample letter

PLEASE TYPE ON THE LETTERHEAD OF THE SCHOOL, COLLEGE OR DEPARTMENT OF BUSINESS OR THE LEGAL ENTITY TO WHICH THE SCHOOL BELONGS.

TO:

The Board of Directors
AASBI — Association of Accredited Schools of Business International

Emails: secretary [at] aasbi.com **and** aasbi.accredited [at] gmail.com

Dear Madam, dear Sir:

Request for Accreditation by the AASBI

We request a resolution by your Board of Directors to accredit our ABC School of Business [use legal name] with assignment of the AASBI-Label for use on the School’s material.

We have read and agree to the terms of accreditation as published and as amended from time to time on your website www.AASBI.com.

We intend to submit to you a current audited *Statement of Professional Accounting Education Conditions* prepared in accordance and compliance with the AASBI’s *Generally Accepted Education Principles* (GEAP), and audited in accordance with AASBI’s *Generally Accepted Educational Standards on Auditing* (GEASA).

We propose the firm [name and address of the public accountants nominated by the School] to be our accreditation auditor(s) in accordance with GAESA Statement 200, and we request your approval of the said firm, or suggestion of an alternative firm(s) in our jurisdiction. We understand that the audit fees and expenses are a matter between ourselves and the auditing firm.

We undertake to reimburse AASBI’s visiting team of two individuals, if deemed a requirement by AASBI, for their normal travel expenses (business class airfare, food and lodging) at the site visit to a maximum of USD 6,000.

We further undertake to remit annual dues, following accreditation, as published on your website and amended from time to time.

We wish to appoint [name of staff or faculty member of the School] to function as liaison. Please direct any correspondence to [name of liaison mailing address and Email address].

Yours truly,

Authorized signature

Authorized signature

Seal

(signed)
President and/or
Director

(signed)
Vice President and/or
Director



[Please affix your School’s
or legal entity’s official seal
here]

Enclosures:

Official Printed School Catalogue(s) for the past four (4) academic years along with a recent video (flv or MP4 format) of the School’s facilities on a DVD, if available. [Please do not scan the School’s Catalogue, and do NOT send it by email; but airmail and enclose the Catalogue together with the signed original hardcopy of this letter. The video may be sent as an email attachment.]