

TEMPLATE LETTER OF SUPPORT

[Letterhead]

[Date]

[PI Name]

[Title]

[Department]

[Address]

Dear -----

1st paragraph: Explanation of support and brief overview of the project. This is explaining the enthusiasm and need for the project in the industry. Explicitly use the project title and PI name. (1-3 sentences)

2nd paragraph: Explanation of expertise and interest in the project. Shows relevance of the writer of the letter. History of collaboration with the project or independent work similar to the project by the writer. How would the grant help further the work relevant to the organization? Benefits of the project to the organization and to the community/public as a whole. (3-5 sentences)

3rd paragraph: Explanation of future commitment to grant (if applicable). Include costs and time of involvement along with role. (0-3 sentences)

4th paragraph: Closing remarks. Reiterate support for the project (by full title) and recommendation for the grant. (about 1 sentence)

[Sign off]

[Signature]

[Name] [Title]

[Entity}