Potential Model for Letter of Organizational Support

[Date]

[PI(s) name
and address]

Dear [PI(s) name]

We write to confirm the interest of [organization] in joining your proposed study [title] that [briefly describe the goal and potential findings/impact].

We understand that your study involves [two-three sentences describing how/why you need support from the type of organization that is writing this letter: data, recruiting, access, expertise, etc.]. We commit to providing [our data, expertise, etc.—whatever it is they are providing].

Should the study be funded, we look forward to working with your research team to [the organization's role, say, in providing data, making teachers/students available, and recruiting]. We understand the timing of your proposal and are well prepared to meet [the necessary dates—show that the organization is aware of the timeline you include in the proposal and will provide its support by certain dates or quarters shown in the timeline].

We are enthusiastic about the opportunity to work with the University of Wisconsin–Madison and your research team in supporting [show the type of work and how it impacts, say, school outcomes or teacher preparation].

We look forward to working with you on this needed project.

Sincerely,

[Must be signed]

[Name of signee
and organization]