

Letters of Support

When requested, letters of support can be very influential in determining whether or not your project/program is worthy of funding. Most letters have three parts: an opening statement that identifies the project/program where funds are being sought, one or two middle paragraphs that indicate the relationship of the writer to the effort seeking funding, and a closing statement. Be sure all letter of support address the same person at the same address. Additionally, all supporters must have the correct proposal details such as title of grant program, title of your project, etc. Lastly, be sure all letters are completed in the proper style with an original signature.

Example Letter of Support:

[Place on Letterhead]

February 1, 2019

Mary Smith, PhD
Division of Epidemiology and Community Health
University of Minnesota
1300 South Second Street
300 West Bank Office Building
Minneapolis, MN 55454-1015

Dear Dr. Smith:

It is my pleasure to write a letter in support for your proposal titled [*insert proposal title*] being submitted to the [*funding agency, e.g., National Institutes of Health*].

Add paragraph about writer's relationship/knowledge of research area and how the proposal will impact it.

Add brief details describing co-investigator/consultant role in the proposed project.

Add a closing summary statement. [e.g., Research that can help students make better decisions about drinking and its consequences will benefit the students, university campuses, and the community at large.]

I wish you the best of luck on your application and look forward to working together.

Best Regards,

[original signature]

John Doe
Title
University/Institution
Email: