Letter of Intent Template

[Organisation Letterhead]

[Date]

To the JournalismAI Strategy Lab Africa Admissions Committee,

This letter serves to confirm that **[Organisation Name]** fully supports **[Applicant's Name]** in their application to join the JournalismAI Strategy Lab Africa.

[Applicant's Name] is a valued member of our organisation, currently working as **[Job Title]**, and we believe their participation in the Strategy Lab will significantly strengthen their skills in AI literacy, innovation, and digital journalism, all of which align closely with our organisation's goals and ongoing work.

Should they be selected, **[Organisation Name]** commits to supporting their participation throughout the programme. This includes allocating approximately five hours per week for them to attend sessions, contribute to collaborative activities, and complete project work. We are confident that the knowledge and skills they gain will benefit not only their professional development but also our broader organisational capacity to experiment with and responsibly implement AI technologies.

We fully endorse **[Applicant's Name]** for this opportunity. If any additional information is required, please feel free to contact us.

Sincerely,
[Name of Authorising Person]
[Position/Title]
[Organisation Name]
[Email Address]
[Phone Number]