

[Date]

[Organization representative/leader name]

[Organization name]

[Organization address]

To the Growing Capacity Project Team:

I am writing in support of [applicant's full name]'s candidacy for participating in the Growing Capacity Project's second mentoring and training program, **Project Management**. I believe [applicant's first name] is a fitting candidate for this opportunity because [list of primary reasons].

My relationship to the candidate is:

- ☐ I am their supervisor
- ☐ I am their co-worker in the same organization
- ☐ I am [describe relationship here]

Please check and/or initial the corresponding statements below.

Initial here

I understand that this program will run for up to six weeks in October and November 2024, and the program will require two to three hours of synchronous (live) class attendance each week as well as some asynchronous (self-paced) work between sessions.

I support [applicant's first name]'s participation as indicated below:

- ☐ I fully support their participation as a representative of our organization.
- ☐ I fully support their participation as a professional working in the field.

Our organization is prepared to support [applicant's first name]'s participation in the project as follows:

- ☐ If selected, they will be able to use their paid work hours to participate in the program.
- ☐ If selected, they will be asked to coordinate participation outside of their paid work hours.
- ☐ Not applicable

If you have any further questions about their qualifications, please don't hesitate to let me know. I can be reached at [contact info: best phone # and email address].

Sincerely,

[Sender's signature]

[Signer's name and Title]