

SUPPORT LETTER TEMPLATE EXAMPLE

[Letterhead of Department/Organization/Institution sending letter of support to NIA]

Re: [Project Title]

Dear [NIA President],

The [Name of Department/Organization/Institution] is aware of your proposed project. We understand that the involvement of our [Department/Organization/Institution] in assisting you to accomplish this project includes [state what resources: assistance, space, additional funding, approval, etc.].

As the [Department/Organization/Institution Chair/Director, etc.] of [Name of Department/Organization/Institution], I have read through your project proposal and support the involvement of our [Department/Organization/Institution] in this project and look forward to working with you.

Sincerely,

[Department/Organization/Institution Chair/Director, etc.]