

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 your supporters 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 the proper, original signature.

Example Letter of Support:

February 1, 2006

Ms. Mary E. Wilfert
NCAA CHOICES Program
P.O. Box 6222
Indianapolis, Indiana 46206-6222

Dear Ms. Wilfert:

It is my pleasure write a letter in support of the proposal (name) being submitted to the CHOICES Program by our (name dept) at Albion College.

Something here about writer's relationship/knowledge of situation and how project/program will impact it.

In conclusion, I fully support the efforts of the (Dept) as they seek external funding to support a program designed to (whatever you are targeting). EX "Any programs that can help our students make better decisions about drinking and its consequences will benefit our students, campus, and the community at large." In other words, you need a very concise and strong closing summary statement.

Sincerely,

(original signature "John Doe" here)

John Doe
Vice President for Student Affairs