

*{Institutional Letter Head}*

John Doe, MD  
Position Title  
Institutional Address  
City, State, Zip Code

June 21, 2013

Dear Dr. Doe:

As we discussed, I have agreed to be a Collaborating Investigator on your American Diabetes Association research proposal titled "Title of Application." I will devote XX% effort to this proposed study. As you know, I have extensive training in "\_\_\_\_\_"  
area of diabetes. Over the past year, we have worked together on multiple projects in which we identified a new step forward in diabetes research.

I look forward to working with you more on your proposed project and hope to help you reach the goals stated in the aims of the submitted proposal.

Best regards,

{Signature}

Ashton Burton, MD  
Position Title