Campus/Department Letterhead

**[DATE]**

Grant Applicant’s Name

Applicant’s Title/Position

Applicant’s Campus

Campus Address

Dear **[Applicant]**:

**Re: [Name of project] – Letter of support**

On behalf of **[name of campus administrator offering support]**, please accept this letter of support to **[name of person/department submitting the grant application]** in their application for **[name of project]**.

**[Description of the administrator who is offering the letter of support]**

**[Describe why the administrator is offering support].**

*Must include how the project aligns with the campus’s strategic plan, and confirm support is authorized by the Chancellor/Provost/Dean of the respective campus.*

If you require more information, please contact us via **[insert contact details: website, phone, email of campus administrator]**.

Sincerely,

[Name of individual]

[Position or title]

[Name of campus/department]