Support letter template. **This letter should be printed on the Letterhead of the Sending organization.** To use this template, click on the fields below and begin typing.

December 3, 2015

[Recipient Name]

[Title]

[Organization Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

I am writing in regard to your grant proposal entitled ***title***, which you are planning to submit to ***agency***. As you know, we have a long history of creative approaches to ***your area and background***. I would be delighted to provide you with ***what*** ***you will provide. For example: complete access to our laboratory and our expertise in these techniques and we would be happy to train any of your associates in the relevant techniques or variants that prove suitable for your experiments***. We have had experience in ***XX*** that you propose and we see no difficulty in adapting it to your ***experiments or project – be specific***

Your work is of great interest to my group. Your results should add valuable insights on ***key areas***. Thus, I am very eager to learn what these studies reveal, and I'm happy to offer whatever assistance we can provide.

Best regards,

[Your Name]

[Your Title]

[Affiliation]