

SAMPLE LETTER OF SUPPORT

The text shaded in **yellow** is for you to fill. There are other areas, not shaded, *in italics and between [brackets]*, for the partnering organization (the organization from whom you are asking the letter of support) to fill.

So, fill the yellow shaded areas, delete this instructions and save the new file to a folder named letters of support that can be accessed by everyone in your organization.

Once you have completed this, you can send the new file as a template to partnering organizations from which you are asking support letters.

Good luck!

Project TEACH

On letterhead of partnering organization

Date

Director of your Organization

Your organization's Name

Your organization's Address

Dear *Director of Your Project/Organization*:

I write on behalf of *[partner organization's name]* in support of the *[your organization's name]* proposal to the *[funding agency]* for a grant to fund the *[your project's name]* to reduce health disparities in the *[your target community's name]*. We strongly support this grant application and the focus on reducing health disparities among *[target population]* by increasing delivery of evidence-based interventions.

As an organization which *[here you ask the Partnering Organization to please describe their ongoing or past efforts to reduce health disparities, involvement with the target community, previous relationships with your organization]*.

Through this letter, we acknowledge specific roles and responsibilities we will fulfill in this partnership. In the event this proposal is funded, we would expect our role in the *[your project's name]* to include:

- forming a genuine partnership to reduce health disparities in our community. One of our representatives would be designated to work on this effort;
- *[describe here what else you expect the partnering organization to do]*

[Your organization's name] will take responsibility to lead the *[Your Project's Name]* 's *[describe here the main activities of your project that you will be leading]* to reduce health disparities in the *[target community]* .

We look forward to working with you in eliminating health disparities in our community and achieving health equity.

Sincerely,

[Name of responsible person in partnering organization]

[Title of responsible person in partnering organization]

[Name of partnering organization]

[Address of partnering organization if not in letterhead]