

# Sample Format for Letter of Support

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Dear (CSL Director):

As the (faculty mentor / community partner) I would like to express my (strong) support for (CSL Project Title) led by (Applicant).

This project is important to me /my organization/community specifically because (Explain reasons for support). I will support the project by (Explain your commitment of support.)

(Applicant / CSL Project) is an (integral/important) part of (Community). (Explain need for program/grant. Information may be pulled from your needs assessment.).

I am (extremely) grateful for the opportunity that (Funder) is providing with this grant, and I again strongly recommend the awarding of this grant to (Applicant). If I may be of any other assistance, please contact me at (contact information).

Sincerely,

Adapted from: Dr. Wanda Riesz, Director, Grant Writing & Resource Development. Indianapolis Public Schools, Indianapolis, IN

<http://www.mc3edssupport.org/community/knowledgebases/sample-letter-of-support-585.html>

## **Important Points**

- ✓ A letter of support from the faculty mentor and from the community partner is required at or before the time of application submission.
- ✓ Include the name of the student leader and the title of the CSL project in the letter.
- ✓ Use departmental or organizational letterhead.
- ✓ Mentors and community partners may:
  - email letter as a WORD document or PDF to [csl@uthscsa.edu](mailto:csl@uthscsa.edu)
  - fax typed letter to 210-567-0805
  - mail to: Melanie Stone, Center for Medical Humanities & Ethics, 7703 Floyd Curl Drive, MC 7730, San Antonio, TX 78229