**Example Letter of Support format**

**Important:** Include all content required by the funder. Links for NIH and NSF are provided below:

[SF424 Research Instructions for NIH](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-h/research-forms-h.pdf)

[NSF Proposal & Award Policies & Procedures Guide (PAPPG)](https://new.nsf.gov/policies/pappg/23-1)

[Institutional Letterhead ]

Date

Your Name

Title

Organization

Address

Dear

**Introduction** (1-3 sentences)

* Identify the research project by title
* State support for the proposed research – convey enthusiasm

**Body (**1-2 paragraphs)

* Demonstrate how the goals of the collaborator/consultant align with goals of the proposed research
* Clearly state the role of the collaborator/consultant of the project including their experience, expertise, track record, and specialized equipment, reagents or other resources they will contribute to the project
* Demonstrate a history of collaboration
* **Include all information required by the funding agency and adhere to required agency format**

**Closing Paragraph (**1-2 sentences)

* Include a cordial closing

Sincerely,

Name of Your Collaborator

Title