Letter of Support
When you are crafting a grant proposal with a partner, you will most likely need the school/corporation administrator to write a letter of support for the project. Below is a basic format for the letter with suggestions for the content.

Letter Template

[Date]

Dear Committee:

[School/Corporation] is an enthusiastic partner with the Montana State University in [project name]. This project is designed to [give a one to two sentence overview of the project].

We agree that [state the goal of the project or the problem it is addressing and how this project will benefit your school and/or corporation]. We look forward to participating in collaborative efforts with university faculty to develop [common goal of the project].

As a principal partner, [school or corporation name] will assist in project activities, such as [list how the school and/or corporation will support the project]. [Include another sentence or two about specific types of support, such as financial agreements, that the school and/or corporation is providing].

We believe that this innovative opportunity will [include a few closing sentences that reiterate the main goal of the project and how the project will benefit Montana State University and education in Montana].

Sincerely,

[signature]

[Name]
[Title]