**LETTER OF SUPPORT**

**[Today’s Date]**

**RE:** Collaboration on **[type of project]**

Dear Joe,

I would like to use this opportunity to express our willingness to collaborate on your **[grant mechanism FOA]** application entitled, “**[title]**.” It is clear this will be a mutually beneficial relationship and will serve to provide valuable tools to the **[research and treatment communities]**. We understand that the overall aim of this proposal is to develop **[specific outcome and objectives in clinical area or population].**

Let me take a moment to reiterate our arrangement. As detailed in our discussion, **[collaborator and Ascension Seton Department]** agree to **[brief description of arrangement].**

As you know, **[we]** have extensive expertise in **[what we do]** and we look forward to entering into a professional relationship that will produce important new **[information].**

Insert additional information about your history of collaborations, how you know each other, and brief outline of your specific roles in the project.

I am delighted to be part of your ongoing efforts and look forward to a successful collaboration. Please feel free to contact me if I can provide any additional information and good luck on your impending application.

Best wishes,

**[Signature]**

**[Name]**

**[Title]**

**[Institution]**