LETTER OF SUPPORT

**[Today’s Date]**

Ms. Mary E. Wilfert

NCAA CHOICES Program

P.O. Box 6222

Indianapolis, Indiana 46206-6222

Dear Ms. Wilfert

It is my pleasure write a letter in support of the proposal **[name]** being submitted to the CHOICES Program by our **[name dept]** at Albion College.

Something here about writer’s relationship/knowledge of situation and how project/ program will impact it.

In conclusion, I fully support the efforts of the **[Dept]** as they seek external funding to support a program designed to **[whatever you are targeting].** EX “Any programs that can help our students make better decisions about drinking and its consequences will benefit our students, campus, and the community at large.” In other words, you need a very concise and strong closing summary statement.

Sincerely,

**[signature]**

John Doe

Vice President for Student Affairs