**Leadership Buy-in**

**Letter of Support Template**

Date

Recipient’s Name

Recipient’s Position

Dear Recipient:

RE: Name of Proposal – Letter of support

On behalf of [name of the organization offering support], please accept this letter of support to [name of Project Lead] in their application for [name of the proposal].

Paragraph description of why the relevant unit leader is choosing to offer support.

It may address how to proposal meets/satisfies the evaluation criteria:

* Evidence that the request addresses the goals of the Fund and directly supports the University’s strategic plan, institutional goals, and priorities
* Evidence that the request promotes the University’s aspirations for institutional excellence, distinctiveness, and inclusivity
* Evidence that the request promotes excellence in the host department and/or college/division and/or support unit
* Likelihood of high impact or return on investment to the university, relative to other submissions
* Feasibility of the business plan (practical timeline and budget) and funding sustainability plan

Sincerely,

Name of the relevant unit leader

Position

Name of unit