

Sample Letter of Support: External Partner

Date

(Organization's Full Mailing Address)

Dear (Organization Contact Person):

I am writing this letter in support of the (Grant Project Name) project being developed by (Full Name of Grant Applicant) for (time frame). The purpose of the project is (Insert purpose here – *i.e.*, “to improve academic achievement of students via training for teachers that promotes exemplary science instruction”).

(In paragraph 2, provide a brief summary of the project design that you are proposing. Describe the organization's relationship with HCPS and provide details as to how HCPS has successfully partnered with the organization in past projects.)

(In paragraph 3, articulate the specific commitments HCPS is expected to make to the implementation of the proposed project should it be selected or funding.) If awarded, your project will need to go through our research review process in order for HCPS to participate.

On behalf of Hillsborough County Public Schools (HCPS), I wholeheartedly endorse this project. I urge you to give this proposal your full consideration, as it will support our district's vision of *Preparing Students for Life*. (Modify this closing paragraph to align with your proposed project, *i.e.*, alignment with your organization's vision or mission, etc.)

Sincerely,

Van Ayres
Superintendent