

**Sample Letter of Support: HCPS School Request**

Date

(Funding Agency's full mailing address)

Dear (Funding Agency's Contact Person):

I am writing this letter in support of the (grant project name) project being developed by (full name of school) 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.)

(In paragraph 3, describe why your school is worthy of receiving funding for the proposed project.)

On behalf of Hillsborough County Public Schools, 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 school's vision or mission, School Improvement Plan, etc.)

Sincerely,

Van Ayres  
Superintendent