MM DD, YYYY

Program Manager Name

Program Manager Sub-Organization

Sponsor Name

Address Line 1

Address Line 2

Dear [Program Manager],

**Paragraph 1:** Include a statement of support and reference the sponsor program, project name and principal investigator(s).

**Paragraph 2:** Briefly summarize the proposed project goals and activities.

**Paragraph 3:** Note how the proposed activities support institutional and research goals or how activities will benefit the research community.

**Paragraph 4:** Include institutional commitments such as cost share, equipment, space etc.

**Paragraph 5:** Summary and Thank You.

Sincerely,