



DATE

Dr. X
Director
Agency Y
111 Z Street
Atlanta, GA 30303
Tel: (000) 000-0000 | Fax: (000) 000-0000

Re: "Institutional Support for Your Program"

Dear Dr. X:

As Provost of Tougaloo College, I am pleased to offer my enthusiastic support for **(insert project name here)**. With the aid of Agency Y's funds, the college will be afforded the opportunity to assist the faculty in various ways.

Dr. A is actively engaged in research involving our undergraduate students. Over the last 5 years, he has given many lecture presentations resulting from his research.

The institution will provide permanent office and training space for various activities and assist with all workshops and seminars. Proposals will be written as additional funding sources for special developmental projects are indentified.

We look forward to many opportunities to work together in the future.

Sincerely,

Betty Parker-Smith, Ph.D
Executive Vice President of Academic Affairs