Letter of Support Sample for an unfunded collaborator

Please tailor the content to your project
Best on letterhead of writer’s university / organization

Contents:

Writer must indicate…
1. that they are aware of the project
2. that they are committed to the work that you describe.
3. their role in the project.
4. how their participation in this project benefits your own research

Organizational Address:
Department
School, University of
Street,
+phone number / email address

Date

PI Name
Santa Fe Institute
1399 Hyde Park Road
Santa Fe, New Mexico 87501 USA

Subject: (NSF, NIH, etc.) proposal – Letter of support

Dear ___ and colleagues:

I would be very pleased to collaborate on the proposed project (one sentence description of your part overall). The project provides an exciting opportunity to (Why is it important to the field?).

Why are you the best choice for what you will contribute? (Talk about your relationship to Santa Fe Institute, to the PI, and what you will bring to the team).

In support of this project, I will (more detail how you will contribute to / benefit from the collaboration).

I believe the research outlined has the opportunity to make a significant impact on our understanding of … , and I would welcome contributing to the project as an unfunded collaborator.

Sincerely,

Name
Title, Organization