



Sample Outline for Project Partner Letter of Support

The following sample outline provides guidance to letter writers on the types of content that will make for a compelling and comprehensive letter of support, demonstrating their genuine commitment and alignment with the proposed project. Letters should be printed on the organization's letterhead and signed by an authorized representative. Tip: Also check out [OSP's letters of support guidance](#).

Opening Statement: Start with a brief statement expressing the organization's strong support for the project. Mention the name of the project, its purpose, and its significance to the field, community, or sector. Provide a brief introduction to the organization, including its mission, key activities, and relevance to the project. If there is an existing partnership or history of collaboration with the applicant, briefly mention it to establish context and credibility.

Project Role and Responsibilities: Describe the specific role the organization will play in the project, detailing the scope of its involvement and responsibilities. Outline the contributions the organization will provide, such as resources (e.g., funding, facilities, or equipment), expertise (e.g., specialized knowledge, technical skills), or staff time (e.g., dedicated personnel, advisory roles). Mention any specific deliverables or milestones the organization will help achieve and how these align with the project's goals.

Current and Previous Collaborations with the Applicant: If applicable, provide an overview of the organization's current or previous collaborations with the applicant. Highlight successful outcomes or achievements from past joint efforts, demonstrating a proven track record of effective partnership. Discuss how these experiences will contribute to a strong working relationship on the proposed project and enhance the likelihood of success.

Alignment with Mission and Benefits to the Organization: Explain how the project aligns with the organization's mission, strategic goals, or ongoing initiatives. Discuss the anticipated benefits for the organization, such as advancing its objectives, expanding its reach, or enhancing its reputation within the field. Highlight how participating in the project will create opportunities for growth, learning, or development within the organization.

Commitment to Collaboration: Emphasize the organization's commitment to working collaboratively with the applicant and other stakeholders throughout the project. Highlight the organization's readiness to engage actively and contribute over the project's duration, ensuring alignment with the project timeline and milestones. Mention any planned communication or coordination mechanisms that will facilitate effective collaboration (e.g., regular meetings, progress updates).

Closing Statement: Reaffirm the organization's commitment and enthusiasm for the project and the anticipated outcomes. Encourage funders or reviewers to consider the project favorably based on the organization's strong endorsement and support. Offer contact information for any further questions and express a willingness to discuss the project in more detail if needed.