[INSERT DATE]

[INSERT NAME, ADDRESS, AND

CONTACT INFORMATION FOR

PROJECT OFFICER]

RE: [INSERT NAME OF FUNDING OPPORTUNITY ANNOUNCEMENT]

Dear [INSERT NAME OF PROJECT OFFICER],

[INSERT BRIEF INTRODUCTORY PARAGRAPH] – Start with a statement expressing your support for the organization you are partnering with and their project. Include the title of the proposed project. Introduce the name and primary purpose of the organization or entity you represent.

[INSERT SECOND PARAGRAPH] – Detail the mission and vision or research priorities of your organization, department, or laboratory. Explain how the proposed project and collaboration with the partner organization is in alignment.

[INSERT THIRD PARAGRAPH] – Provide an overview of how you will be involved in the proposed project and what contributions you will make. Include any other important details about the collaboration.

[INSERT BRIEF CONCLUSION PARAGRAPH] – Include a statement about looking forward to the future collaboration with the partner organization. Can also include a sentence emphasizing the importance of the proposed project and any outcomes that will result in the future.

Sincerely,