August 5, 2019

[Name person supporting]

[Title]

[School/Division]

[University/Company]

[City, State, Zip]

Dear [Name},

**Paragraph 1**

* Statement of support for the project/research – use words that convey enthusiasm
* Identify the research project by name/title

Examples:
“I am pleased to support your research proposal titled xxxx.”
“Your proposal to do xxxx has my enthusiastic support.”

**Body Paragraphs (1-3 paragraphs, or more as necessary)**

* If applicable, state how the goals/research of the collaborator(s)/consultant(s) are well-aligned with the goals of the proposed research. What is the collaborator’s motivation to work with you?
* State as specifically as possible the role of the consultant(s)/collaborator(s) in the project.
* State why this collaborator/consultant is the appropriate person/organization/lab to perform the work.
	+ What is their relevant experience/expertise? Have they previously worked on a similar project? Do they have a successful track record?
	+ Do they have specialized equipment or reagents? Other resources?
* If you have worked with this collaborator before, be sure to say so! It demonstrates that a productive relationship has already been established.

**Last Paragraph (1-3 sentences)**

* Include a cordial closing. The level of formality should be determined by the level of personal relationship between the PI and the collaborator/consultant. If you know each other very well, it can be less formal.

Examples:
“I look forward to collaborating with you on this work.”
“Best of luck with your grant application.”

Sincerely,

[Signature]

[Your Name]

[Title]

[Department]

School of Nursing

University of Washington