Letters of Support

When requested, letters of support can be very influential in determining whether or not your project/program is worthy of funding. Most letters have three parts:

* an opening statement that identifies the project/program where funds are being sought;
* one or two middle paragraphs that indicate the relationship of the writer to the effort seeking funding;
* and a closing statement.

Be sure all your supporters address the same person at the same address. Additionally, all supporters must have the correct proposal details such as title of grant program, title of your project, etc. Lastly, be sure all letters are completed in the proper style with the proper, original signature.

***Example Letter of Support:***

Month Day, 202?

RFSI Evaluation Committee

NMDA, Marketing & Development Division

P.O. Box 30005

Las Cruces, New Mexico 88003

Dear RFSI Evaluation Committee Members:

It is my pleasure to write a letter in support of the [infrastructure or equipment] proposal, [name of proposal] being submitted to the New Mexico Department of Agriculture for the Resilient Food Systems Infrastructure Grant Program by [name of organization submitting proposal].

[Something here about writer’s relationship/knowledge of situation and how project/program will impact it.]

In conclusion, I fully support the efforts of the [insert organization name here] as they seek funding to support a program designed to [whatever the project is targeting]. [As part of the conclusion, add a concise and strong statement that alludes to how this project will better the New Mexico middle-of-the-supply-chain activities overall.]

Sincerely,

(original wet signature or electronic signature here)

John Doe, Title

Name of Organization