[Date]

[Principal Investigator/Institution Director Name]  
[Institution]  
[Street Address]  
 [City], [State] [Zip/Postal Code]

Dear [Name],

[Consulting or Subcontracted Individual (if needed)] of [Institution] has reviewed the request for support to your proposal for the [Grant Name (include grant number)] solicitation.

In support of your proposal titled ''[Title]," the [Institution] will serve to [specific activities identified in the proposal]. [Individual (identified in the proposal)] or another representative of the [Institution] agrees to [other specific activities]. This [Individual] agrees to participate in advisory meetings [Number] times per [Time] to [Plan, Review, Report] and make recommendations on supporting and improving the program.

Sincerely,

[Individual]

[Institution]

[Job Title/Postion]