Letter of Support Sample

**[Your Full Name]  
[Position/Title]  
[Organization Name if applicable]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]**

**[Recipient's Name]  
[Title/Position if known]  
[Organization Name]  
[Address]  
[City, State, Zip Code]**

**Subject: Letter of Support**

**Dear [Recipient's Name],**

**I am writing on behalf of [mention the person or entity you are supporting], who has applied for [mention the application or cause, e.g., grant, admission, etc.]. Based on my professional experience with them, I can confirm their dedication and hard work toward achieving their goals.**

**In my interactions, I have observed [describe key qualities, achievements, or instances that support the recipient's application]. Their commitment to [mention relevant area of focus or activity] is commendable and has had a significant impact on [mention the affected group or field].**

**I fully support their application and am optimistic about their potential to bring about positive change. Should you require any more detailed information, please feel free to contact me at [your contact information].**

**Thank you for considering this letter of support.**

**Best regards,**

**[Your Name]**