

Requesting a letter of support

Letters of support are important to illustrate:

- your reputation and good standing in your community
- your partnerships with other reputable people and / or organisations
- a show of support for the issues you're identifying
- your efforts to consult and engage with stakeholders in the community

When asking for a letter of support:

- always reach out in a timely manner with sufficient lead time to ensure a considered response can be forthcoming
- spell out your timeframe and state the date by when you need the letter
- send a reminder a couple of days out from the deadline if you haven't received a response
- provide a draft of the letter to make it easier for the person you're asking
- provide clear instructions in your cover email

An example of an email communication might be:

Dear Person's name

Our practice is applying for a [grantmaker name] grant to support [issue / problem you're hoping to address e.g., greater access to telehealth for rural and remote patients who are not able to easily access timely specialist care].

As you are aware, the [issue / problem which you'd like to address] is one which impacts many in our community.


We would very much appreciate your support of our grant submission by providing a letter to supplement our application. We have taken the liberty of drafting something you might like to use as a basis.

Kindly copy and paste the following text onto your letterhead, amend the date, print and sign before sending back to us via email before our deadline of [insert date]. Please feel free to make any changes or additions you see fit.



NQPHN acknowledges the Aboriginal and Torres Strait Islander peoples as Australia's First Nation Peoples and the Traditional Custodians of this land. We respect their continued connection to land and sea, country, kin, and community. We also pay our respect to their Elders past, present, and emerging as the custodians of knowledge and lore.





The text you may like to use is:

Date

To whom it may concern

SUPPORT FOR XXX GRANT APPLICATION: NAME OF PRACTICE

[Name of Practice] is an essential part of our community's primary care framework and has over some [time period / years / decades] demonstrated a commitment to providing a range of healthcare services responsive to our community's needs.

I would like to lend my support for their application for [xxxx] grant application to provide funding to address [problem / issue] by [describe your proposed solution].

Please feel free to contact me if I may be able to provide any additional information to strengthen this application.

Thank you in advance for your assistance.

Kind regards,

YOUR NAME