# Requesting a letter of support

Letters of support can be used 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 your deadline if you haven’t received a response.
* Provide a draft of the letter you need 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 text below 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.

*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**