

[Your Name]  
[Your Title]  
[Department Name]

[Date]

Subject: Support for [Faculty Member's Name]'s Community Engagement Grant Application

Dear Office of Community Engagement,

I am writing to express strong support for the grant application submitted by [Faculty Member's Name] from our [Department Name]. [Faculty Member's Name] has proposed an impactful community engagement project, "[Project Title]," aligning seamlessly with their community engagement agenda and the goals of this grant program.

As the [Your Title], I have witnessed [Faculty Member's Name]'s commitment to bridging academia and the community. Their innovative approach and proven track record make them well-suited for this project.

The [Project Title] demonstrates [Faculty Member's Name]'s dedication to addressing community needs. I am confident that their leadership will contribute significantly to the project's success, enhancing our university's value of community engagement. [Consider including a **brief** description of the project.]

Thank you for considering [Faculty Member's Name]'s application. For further information, please contact me at [Your Email Address] or [Your Phone Number].

Sincerely,

[Your Full Name]  
[Your Title]  
[Department Name]