Date

Name of Project Director or Principal Investigator

Title of Project Director or Principal Investigator

University of Missouri Extension

1234 Generic Hall

Columbia, MO 65211

Dr./Mr./Mrs. ABC,

In this first paragraph, indicate who you are and what organization you represent. Indicate that you are aware of the proposed project and that you are writing this letter to express support for the project. One or two sentences.

In this second paragraph, describe your prior experience with the project director/principal investigator and/or applicant organization. *Why do you feel they are the right team to complete this project?* Describe your relationship to the project or target population and explain why you are in a position to support the project. *What makes you qualified to recommend the project director/principal investigator and/or applicant organization?* Five or six sentences.

In this third paragraph, indicate what positive impact you believe the project will have, i.e., benefit to the community or target population. Express your desire for the project to be successful. One or two sentences.

Sincerely,

Letter writer’s name

Letter writer’s title

December 1, 2019

Letter is addressed to the Project Director or Principal Investigator of the project.

ABC Extension Specialist

University of Missouri Extension

123 Example Hall

Columbia, MO 65211-6200

Dr. ABC:

Introduces who is writing the letter and expresses general support for the project.

As Chief Administrative Officer of the **Sample Partner Organization**, I am pleased to write this letter of support for the “XYZ Example Project” being submitted by the University of Missouri to the Agriculture and Extension Grant Program sponsored by the US Department of Agriculture. You and I have spoken about the project and its potential impact on Missouri agriculture; I am excited about your plans and look forward to being engaged in this timely and important project.

At **Sample Partner Organization**, we represent the voices of over 134,000 member-families across the state. One of our 2020 priorities is to add value to the Missouri economy by increasing the processing raw goods in-state. As the Chief Administrative Officer for **Sample Partner Organization**, I am in a position to represent Missouri farmers in many statewide initiatives, so I know their needs well. The State’s recent study entitled “XXXXXXX” outlined a strong need for economic growth in Missouri’s agriculture and natural resources value-added sector.

Provides background on the organization to qualify its support and summarizes the reasons why the organization supports the project.

The “XYZ Example Project” that you propose will be an excellent complement to the key initiatives that we are undertaking that respond to the needs identified in the statewide study. In particular, your project will assist Missouri agricultural producers to create, expand, and sustain the state’s value-added production and marketing at a time when our organization is promoting that work in the state’s many commodity sectors.

The project will have a positive impact on the farm economy because it will provide families with better access to resources on value-added production than they have had before. And, based on our decades of engagement with MU Extension in various collaborative projects, I know that MU Extension is the ideal organization to offer centralized support to Missouri’s farm families with a project of this type. I look forward to the success of your proposal so that you can launch this project in Missouri.

Ends by summarizing the positive impact the project will have.

Should be signed by an Education Director, Regional Director, or Senior Program Director

Sincerely,

XXXXXXXX

Chief Administrative Officer

Sample Partner Organization