

Host Organization's Letterhead

September 7, 2017

Innovation Office
Centre for Aging + Brain Health Innovation (CABHI)
Baycrest Health Sciences
3560 Bathurst Street
Toronto, ON M6A 2E1

Subject: Letter of Support for Spark Program Funding

It is my pleasure to write a letter of support of the proposal <Proposal Name> being submitted to the CABHI's SPARK Program by <Applicant name, Department> at <Organization name>.

Background information: *Statement regarding relationship of the applicant to the host organization.*

Relevance:

- *How is the proposed project relevant to the SPARK program?*
- *Are the project goals, deliverables and budget proposal supported by the host organization?*

Impact: *What is the expected impact of the project?*

Support: *Be specific about how the host organization will support the applicant.*

In conclusion, I fully support the efforts of the <Applicant, Department> as they seek external funding to support a project designed to <state target of the project>.

Sincerely,

Applicant Manager

Host Organization Executive Member

Print Name/Date

Print Name/Date