

Critical Industrial Technologies Development and Commercialization Program Letter of Support (LOS) Template

Instructions: Please update all sections contained within “[]” and remove the brackets once completed. If funding is being provided, the funding values should match those provided in the application (budget section). Letters should be submitted on company letterhead and be signed by a signing authority of the organization. The highlighted paragraph is particularly important. It should be kept verbatim.

Dear Selection Committee Members,

Re: Letter of Support – [Program Name], #[Project number], [Title of Project], with [Applicant Organization] and [Partner Organization]

[Partner] is engaged in the following activities:

- [Description of activities / introduction to Partner]

[Partner] is pleased to work with [Applicant] on this project to develop and/or demonstrate a solution focused on addressing the following market opportunity:

- [Description of Market Opportunity]

[Partner]’s motivation to partake in this project is the following:

- [Description of potential impact – explicitly describe new/improved products/services, productivity improvement, jobs created/sustained, sustainable competitive advantage, help mitigating X, etc.]

If applicable, [Partner]’s project contribution is \$[amount]. Our expenses for the project are the following:

[Description of partner’s expenses – staff (with names, time, and costs), facilities, products, etc.]

[Partner]’s project activities and responsibilities are the following:

1. [State high level activity]
2. [State high level activity]
3. [State high level activity]
4. Etc.

The work will take place in [location(s)] and is expected to last [duration].

I acknowledge, should this application be approved for funding and my organization is contributing funding, that my organization will be required to sign a contract with all project partners and OCI, and provide reporting on project metrics at the completion of the project.

I may be contacted at [telephone number or email address] for any further information or questions.

Sincerely,
[Name]
[Title]