

# CIT-Future Ready (FR) PROGRAM

## Letter of Support Template

**Instructions:** Please update all sections contained within “[ ]” and remove the parentheses. The project value, if indicated, should match the budget provided in the application (budget section). If applicable, letters should be submitted on company letterhead and be signed by a signing authority of the organization or entity undertaking the service.

Dear Selection Committee Members,

Re: Letter of Support ], #[**Project number**], [**Title of Project**], with [Applicant Organization Name], and [Consultant Name]

I, [Consultant Name], am pleased to work with [Applicant Organization] on this project to train their employees in the adoption and implementation of these Critical Technologies

[Challenge Statement of the applicant company]

The work will take place in [location(s)] and is expected to last [duration]. The total project value is \$[OCI funding + matching funding].

Specifically, this project will focus on delivering:

1. [State high level milestones]
2. [State high level milestones]

Etc.

We anticipate the following impact from providing this training: [e.g., new/improved products/services/productivity improvement, jobs created/sustained, sustainable competitive advantage, help mitigating X, etc.]

Given the importance of this training, I estimate to commit [planned participation/brief description, including time commitment]. Additional resources e.g. staff time, equipment, access, etc. that we will provide may include [description].

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

Sincerely,

[Name]

[Title]

[Signature]