

[Letterhead]

[Columbia PI Name Title, Address, Email,]

[Date]

I am writing to provide a letter of collaboration in support of the Columbia University proposal to Program Solicitation **[SOLICITATION NAME]**; proposed project title **[PROPOSAL TITLE]**.

Our organization **[NAME]** actively engages in **[INSERT TOPIC]** by **[1-2 sentences DESCRIBE YOUR ORGANIZATION'S ROLE IN THIS TOPIC]**.

Our prior working relationship with Columbia University has been beneficial for both parties and we have worked together for **[X]** years to achieve **[IF APPLICABLE: DESCRIBE PREVIOUS RELATIONSHIP WITH COLUMBIA UNIVERSITY TEAM]**. We already have work synergy to promote **[TOPIC]**, including:

- **[IF APPLICABLE**
- **DESCRIBE FUNDED ONGOING AND FUTURE WORK THAT MATCHES THE AIMS OF THE PROPOSED PROJECT]**

Our prior experience ensures we are a strong partner to Columbia University. We look forward to contributing to this work through **[DISCUSS YOUR PROPOSED ROLE IN THIS PROJECT. BE SPECIFIC ABOUT TEAM MEMBERS, ROLES, AND RESOURCES AVAILABLE]**.

This proposal is important and timely. **[DESCRIBE HOW COLLABORATING ON THIS PROJECT WILL PROVIDE BENEFIT TO YOUR LOCAL AREA]**.

We are pleased to support this proposal and collaborate and assist in any way we can.

Sincerely,

[Name]

[Title]

[Org]

[If Address is not included in letterhead footer, please add it here]

[Email and Phone Number]

[If company website is not included in letterhead footer, please add it here]