

# Letter of Support Example

This example letter is here to help you structure a Letter of Support. It outlines key elements to include and ensures you provide all necessary information. There's no single "right" way to write a Letter of Support—this is just one approach. Feel free to adapt it to suit your needs.

Helpful Elements to Include:

- **Organisation letterhead** – Clearly identifies the supporting organisation.
- **Date** – Indicates when the letter was written.
- **Statement of support** – A clear opening line stating that the organisation endorses your event.
- **Event overview and connection** – Describes the event, the relationship between your organisation and the supporting organisation, and the event's benefits.
- **Sign-off** – Includes the sender's name, job title, and organisation.

Using these elements will help ensure your Letter of Support is clear, professional, and effective.



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# Pinevale Community Centre

21<sup>st</sup> March 2025

Subject: Support for Pinevale Science Festival

To Whom It May Concern,

On behalf of Pinevale Community Centre, we are delighted to support the Pinevale Science Festival. This event is a fantastic way to bring science to the community, making it fun, engaging, and accessible for everyone.

Pinevale Science Festival aims to:

- **Inspire the next generation of scientists:** by offering interactive and engaging experiences, the event will spark curiosity about science and technology, encouraging participants to explore careers in these fields.
- **Promote community-based science:** through this event, participants will gain a deeper understanding of how science shapes their own community and the impact of science on everyday life.

We believe that the Pinevale Science Festival will:

- **Enhance knowledge and skills:** the hands-on activities and presentations will provide participants with practical applications of scientific and technological concepts.
- **Strengthen community connections:** this event will bring people together to share and explore science across Pinevale, fostering a stronger sense of community and creating a lasting positive impact.

We fully endorse the event and are excited about the opportunity it presents for our community.

Sincerely,

Jane Sparkle

Community Centre Manager

Pinevale Community Centre

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