

Sample

Letter of Support for New Programs

Date

Address

Dear

In a recent survey or in conversations with Dr. Patrick Kelly, you indicated your willingness to write a letter supporting California State University, Stanislaus' proposal for a new Master of Science/Professional Science Master in Ecology and Sustainability.

To demonstrate student demand and workforce preparation, we are asked to provide letters from business and industry in ecology- and sustainability-related areas. Such a letter from you would be invaluable to our efforts.

The letter does not need to be long, but some specifics about employability, workforce, and types of positions that could employ graduates with this degree would be very helpful.

Please *address* your letter to President Ham Shirvani, California State University, Stanislaus, 801 West Monte Vista Avenue, Turlock, CA 95382, but please *mail* the letter directly to me (College Dean [name], College of xx, California State University, Stanislaus, 801 West Monte Vista Avenue, Turlock, CA 95382).

Thank you for your assistance with this proposal and for your continuing support of the students and faculty at California State University, Stanislaus.

Sincerely,

College Dean