**Please use the associated institution’s letterhead**

**[Date]**

Thomas Jefferson Fund

Mr. Laurent Auffret

Executive Director - FACE Foundation

972 Fifth Avenue

New York, NY 10075

USA

Attn: Thomas Jefferson Fund 2018 call for proposals

As **[insert your title and the name of your institution]**, I write in support of **[insert name and title of the Project Leader for this institution]** and their academic partners from **[insert name of the partner institution]** with regard to their application to be submitted to the 2018 Thomas Jefferson Fund call for proposals. The project submitted is entitled **[name of the project proposal].**

The goal of this project is to **[describe goal of the project].**

I hereby certify that **[name of the institution]** is **[choose: an accredited non-profit higher education institution /OR a research institution]**, and thus meets Thomas Jefferson Fund’s eligibility criteria. I also hereby certify that **[name of the Project Leader for this institution]** is employed at **[name of the institution]** for at least the duration of the above-mentioned project (2 years).

*Facultative:* As evidence of institutional commitment to this project, **[name of institution]** plans to devote **[specify amount of funding, in cash and in kind]** in funding for this project, along with **[other administrative and/or physical resources that will be used in the execution of the project].**

Sincerely,

**[Name]  
[Position]  
[Signature]**