

Memorandum

To: Spectrum Health Academy of Professional Educators

From: [INSERT NAME]

Date: [INSERT DATE]

Re: Letter of Support for SHAPE Mini-Grant Application

Dear SHAPE:

I would like to submit a letter of support for Dr. [INSERT NAME]. Dr. [INSERT NAME] project [BRIEF DESCRIPTION OF PROJECT]. Dr. [NAME] has the necessary skills, experience, and independence to serve as the PI on this study.

Signature: _____

Date: _____

[INSERT YOUR NAME]

Signature: _____

Date: _____

[INSERT UPLINE, CHAIR, PD, ETC.]