

Template: Alumni-Student Connection Grant Advisor's Letter of Support

Date:

RE: Alumni-Student Connection Grant

To Whom It May Concern:

Outline:

This letter of recommendation of support should outline the role of the advisor throughout the event/project and their understanding of perpetuating the alumni to student connection being made through the duration of the project/event.

This letter should also include the intended alumni presence, clearly outlining key players throughout the project/event.

Lastly, this letter should include the intended allocation of the Alumni-Student Connection Grant funds in order to define uniformity between the budget submitted via the Alumni-Student Connect Grant application.

Body Sample:

The Plymouth State University *club/team* is sponsoring (event) on (date/time). As one of the advisors for *club/team* I fully support this event, as I am working closely with students through the logistics and planning process. I will also be attending and participating in the event.

The *club/team* did allot some funding for this event, but would like to have additional resources to bring this event to its full potential. Students will have the opportunity to interact with alumni regarding a variety of topics centered towards the goals of this event and networking for future projects while at the University and after. Students will hear from alumni on what types of projects and experiences they have been involved with since graduation.

The members of the *club/team* are excited about his event and would greatly appreciate any support you can provide. If you have additional questions or concerns, please do not hesitate to contact me.

Sincerely,
(Advisor)

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