**SAMPLE LETTER OF SUPPORT**

**Instructions for the Nominee**

This sample Letter of Support is a guide only for nominees who are currently an employee of an organisation. Information relevant to you and your organisation (e.g. employer) should be inserted at the highlighted points, where it is yellow, *italics* and between [brackets]. *Please delete all red instructional text before finalising your letter.*

Your final Letter of Support must be on the formal letterhead of the organisation that you work for, must demonstrate support for your nomination, and must be written and signed by an appropriate representative of your organisation (e.g. your supervisor).

It is recommended that you save the finalised letter of support to a folder that is clearly labelled and can be accessed by your superiors in your organisation.

*Date*

**FROM:**

*Director of your organisation*

*Your organisation’s name*

*Your organisation’s address*

Dear ANU ICEDS,

**Letter of Support for the 2025 *Renewable Energy Transition – Indian Ocean Region (IORA)* professional short course**

I write on behalf of [*insert applicant’s full name*], who is employed by my organisation ([*insert your organisation’s name*]), in reference to their nomination to participate in the *IORA Grid Integration in Renewable Energy* shortcourse.

My organisation strongly supports [*insert applicant’s name*] nomination for this course.

I have reviewed the course information and believe that [*insert applicant’s name*] meets the prerequisites for this online course. I also understand that the course spans 6 weeks and that [*insert applicant’s name*] will need to dedicate an estimated 46.5 hours (mostly online and at specified hours during work time) to participate fully in this course.

In addition to the course’s time commitments, I also support the development of an Implementation Plan assignment, which may be tailored for implementation in this organisation.

Please accept this letter as my agreement to provide [*insert participants name*] with all necessary support to complete this course and develop the required Implementation Plan, should their application be successful.

Sincerely,

*[insert signature – this letter must be signed and on official letterhead to be valid]*

*[insert Name, Title and Work Contact Details of addresser]*

 *[insert Name and Address of partnering organisation, if not already shown]*