[Date]

[Lead PI Name]

[Organization]

[Address]

[City, State, Zip]

Dear [Name]:

The NOAA Great Lakes Environmental Research Laboratory is pleased to collaborate with you on your proposal entitled [*proposal name*] in response to the recent funding opportunity [RFP Name] from the [Name of the Funding Organization].

Add a) 1-2 sentences on the importance of the project’s work not only for science but to the general public; b) a statement of alignment of mission; and c) what NOAA as an organization brings to the table

Example of b) and c)

“The NOAA Great Lakes Environmental Research Laboratory (GLERL) and its partners conduct innovative research on the dynamic environments and ecosystems of the Great Lakes to provide information for resource use and management decisions that lead to safe and sustainable ecosystems, ecosystem services, and human communities. Our mission aligns with this project and we welcome the opportunity to share our activities with the audience in your consortium”

GLERL will [state specifically what GLERL is committing to: personnel, data exchange, analysis, ship time, office space, equipment, scientific expertise / advice**]. *(If the GLERL resources are dependent on federal monies include caveat “pending federally appropriated funds.”)***

We look forward to working with you on this project.

Sincerely,

Deborah H. Lee, PE, PH, D.WRE

Director and Great Lakes Regional Team Lead