Your Organization’s Letterhead (logo and address)

[DATE]

To: Andrew Petter, Peter Keller,  
Wade Parkhouse, Martin Pochurko,  
Tim Rahilly, and Erin Biddlecombe  
(SFU Administration)

To: Board of Directors  
(Simon Fraser Student Society)

Re: Letter of Support for SFPIRG

Dear SFU Administration and the SFSS Board of Directors:

On behalf of [name of your organization], please accept this letter of support for SFPIRG to be granted long term, secure, accessible space on the SFU Burnaby campus.

[Paragraph describing the work your organization engages in]

[Paragraph describing why your organization is choosing to offer support to SFPIRG]

[Paragraph describing why organizations like SFPIRG, and the communities they serve, require the support of larger institutions like SFU and the SFSS]

If you require more information, please contact us via [insert contact details: website, phone, email].

Sincerely,

[Name of individual]  
[Position or title within organization]  
[Name of Organization]