Your Organization’s Letterhead (logo and address)

[DATE]

To: Board of Directors
(Simon Fraser Student Society)

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

Re: Letter of Support for SFPIRG

Dear SFSS Board of Directors:

On behalf of [name of your organization], please accept our letter of support asking you to grant SFPIRG long-term, secure, accessible space in the new Student Union Building.

[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 the SFSS and SFU]

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]