

SAMPLE LETTER OF SUPPORT FROM A PARTNER ORGANIZATION

[DATE]

Mr. Frederick P. Gaske, Director
Division of Historical Resources
c/o Bureau of Historic Preservation
Grants and Education Section
R.A. Gray Building—3rd floor
500 S. Bronough St.
Tallahassee, FL 32399-0250

Dear Mr. Gaske:

I am writing this letter to support the FSU Reichelt Oral History Program's grant proposal to collect oral histories of medical education at FSU. From 1851 to the present, The Florida State University has been an important part of the social and cultural history of Florida. The FSU Heritage Protocol's purpose is to preserve the history of the university and its predecessors, including their impact on the people of Tallahassee, Leon and surrounding counties, and the State of Florida, by collecting all types of documents and artifacts generated by students, faculty, staff, and alumni. The Heritage Protocol also documents the growth and development of the University including changes in its organizational structure, physical facilities, curriculum, research trends, and the administrators, faculty, and staff involved in these activities. The founding of the Program in Medical Sciences in 1971 and the College of Medicine in 2000 represent major milestones in the history of FSU and the state, and therefore are of great interest to the FSU Heritage Protocol.

The Heritage Protocol has closely collaborated with the Reichelt Oral History Program and its director, Dr. Robin Sellers, to collect artifacts such as photographs, memorabilia, audiovisual media, and textiles in conjunction with oral history interviews of individuals and departments of the university. An oral history of the College of Medicine will allow us to pursue the ideal of systematically collecting artifacts beginning at the creation of a university organization, rather than attempting to retroactively track down items in danger of being lost to time and deterioration. Each individual interviewed for the proposed project on medical education at FSU will be given the opportunity at the time of the interview to consider donating his or her personal documents, photographs, and memorabilia related to the history of PIMS and the College of Medicine. With the assistance of John W. Briestansky, Heritage Protocol Archivist in the FSU

Libraries, and the more than sixty Ambassadors from throughout the university who represent the Heritage Protocol Committee, we are well prepared to accession and preserve the historical artifacts related to medical education at FSU.

I give the proposed oral history project on the Program in Medical Sciences and the College of Medicine my fullest support. Please contact me at [insert contact info] if I can be of any further assistance.

Sincerely,

[insert name and title here]