

Date

Dear [Animal Program Leader]:

My institution is pleased to offer support to [applicant name] in [his/her] application to become the education advisor to the [Animal Program] conservation committee. It is my understanding that this commitment may entail providing travel time and funds, the ability to send and receive faxes, e-mails, and other communications to and from the committee during regular working hours, and limited release time to work on occasional projects as assigned by the committee. We may also be offered the opportunity to provide financial support as an institution to future or on-going conservation projects of this committee.

I believe [applicant name] will be an asset to the [Animal Program] and look forward to hearing of your committee's progress and successes.

Sincerely,

Your Zoo or Aquarium Director