# INSTRUCTIONS

Whether looking for Letters of Support or potential subcontractors, it is useful to have an approach for reaching out to others. E-mail is often the preferred method of introduction. The appended is a template for such an e-mail that can be varied to meet your needs

# Sample e-mail to send to industry, government, or academic experts

*Dear Ms. XYZ,*

*I am in the process of applying for a government grant from the U.S. Department of Energy to address the problem identified in the solicitation [include a citation from the FOA]. The following is a brief description of my approach – excerpted from my public abstract.*

*Insert excerpt about here and indent*

*I have reviewed the literature and notice that [include a discussion of what impresses you from the work you have reviewed]. I would like to talk to you about your research, as well as my own. If my work seems meritorious to you, I would like to ask if you would be willing to write a brief letter that I could include with my proposal to provide a perspective on the potential contribution of my research to the field. Thanks for your consideration of my request. I will call you in the next few days.*