



Letter of Support Template

Introduction: A student with the Office for Community-Centered Medical Education (OCCME) at Harvard Medical School (HMS) would like to collaborate with your Community-Based Organization (CBO) on a *Community Engagement Scholarly Project*. The fulfillment of this scholarly project is a requirement for all HMS students and is designed to provide every Harvard medical student with an opportunity to pursue a mentored scholarly experience analyzing a medical or health-related question, issue, or problem in depth.

Objectives of the *Community Engagement Scholarly Project* are as follows:

- Address a problem or idea related to medicine approached from a variety of scientific or social science fields
- Demonstrate work by the student in partnership with a community, and centering community needs
- Foster an extended, mutually beneficial partnership between the student, faculty and community mentors
- Spark curiosity, develop critical thinking skills, and offer analytical tools for the future physician-scholar

Students pursuing a *Community Engagement Scholarly Project* are required to identify a Community Based Organization and a mentor who will guide them throughout the project. Students will also have an HMS faculty mentor who will be part of this mentoring team. Please provide a letter of support (template below) to confirm your CBO's willingness to collaborate with this student on their *Community Engagement Scholarly Project*.

Template Letter of Support

{CBO Letterhead}

{Date}

Dear OCCME OSE Committee,

{Opening statement that identifies the organization and identifies the organization's needs that the student will be able to address during the scholarly project.}

{Any applicable background your organization has with working with this particular student or with students previously. Describe your existing relationship with the student and how the student has engaged in conversations with your organization about their plans for the scholarly project.}

{Closing statement offering your support for this student's scholarly project.}

Sincerely,

{Signature, title, date}