

**ATTACHMENT J**  
**SAMPLE LETTER OF SUPPORT**

Will be printed on organizational letterhead or sent from organizational e-mail address

**Letter of support for participating in survey from national-level partner**

FirstName LastName  
Organization  
Address  
City, State Zip

Dear Ms/Mr. [NAME],

I am writing to encourage you to assist the National Institute of Allergy and Infectious Diseases (NIAID) at the National Institutes of Health by participating in a short online survey. [Organization] has joined NIAID as a partner in increasing knowledge and support of HIV vaccine research, because developing a vaccine for HIV is key for stopping the spread of the HIV/AIDS epidemic in our communities. Right now, there is no vaccine to prevent HIV infection, but scientists are working to find one. To succeed, they will need people from all walks of life to support HIV vaccine studies.

The survey is designed to help NIAID assess how best to disseminate information about and improve support for participation in vaccine research. Please give them your honest opinion. You were selected because you are an individual active in an organization serving one or more communities disproportionately affected by the HIV/AIDS epidemic.

As the Executive Director of [Organization] I encourage you to complete this brief survey as its findings will have an important impact on the communities we serve. Please consider giving just a few minutes of your time. An honorarium of \$25 will be conferred by NOVA Research Company upon completion.

Thank you for your valuable assistance with this important study.

Sincerely,

Project Director, NHVREI National Partnership