

[Date]

Dear Dr. Shah:

I am aware that [insert TA name] has submitted a proposal to the Teaching and Learning Lab's TA Small Grants Program. [TA name] and I have discussed their plans for using the materials to be purchased with the grant (if awarded) in [recitation/lab/lecture].

I support this TA's efforts to augment the educational experience of the students in [insert subject number].

Sincerely,

[Instructor of record]