Example of a letter of support

**Organisation headed paper**

Date

Subject: *(applicant name)* - 2018 Media Fellowships support letter

To whom it may concern,

I confirm that I release *(applicant name)* on full pay for the duration of the Media Fellowship - This includes attending the mandatory Training day, Leadership day and attending the British Science Festival in addition to any placement with a host, - if her/his application is successful.

I will also support *(applicant name)* in disseminating what they learn on the placement to their colleagues, if her/his application is successful.

*signature*

Funder/employer/ line manager/ supervisor/ head of department name & position and contact details

If you would like to let your employer know about the scheme, we have a pre-written letter from the CEO of the British Science Association which you can print, detailing the Media Fellowships relevance and impacts.

**PLEASE NOTE** that it is your responsibility to ensure this letter has been received by the British Science Association by **24 March 2018**. If it has not been received, your application will not be accepted.

You can either scan and email this to mediafellows@britishscienceassociation.org or post to:

Clio Heslop (MF 2017)
British Science Association, Wellcome Wolfson Building
165 Queen's Gate
London
SW7 5HD