INSERT LETTERHEAD

[Date]

Louise Kaplan, PhD, ARNP, FNP-BC, FAANP, FAAN

Associate Professor

Washington State University Vancouver

14204 NE Salmon Creek Ave.

Vancouver, WA 98686

Dear Professor Kaplan,

It is with great pleasure that I write this letter supporting the Washington State University’s School of Nursing (WSU SON) application titled, “***Registered Nurse Residency Program to Enhance Readiness for Practice in Long-Term Care***,” to be submitted to the Civil Money Penalty Reinvestment Program in Region 10.

As the [insert position title] at [organization name] with more than [insert years] experience in [list areas of expertise], I strongly align with the goal of this proposal, which is to create a pipeline of nurses in Washington State to support a growing geriatric population. Developing and implementing a long-term care residency program for Registered Nurses (RN) is an important component of the infrastructure needed to create that pipeline. In Washington State, long-term care facilities are facing challenges in recruiting RNs due to competition with higher paying acute care hospitals and a limited exposure to a geriatric population during their nursing education. Your proposal aims to deliver evidence-based curricula and mentoring to increase the interest of RNs in serving a geriatric population. The project is designed to directly improve nursing home patients/residents’ quality of life and care outcomes. I am confident that the multidisciplinary team that you assembled including WSU SON, University of Washington (UW) de Tornyay Center for Healthy Aging, and UW Center for Health Workforce Studies has the qualifications to successfully lead this effort.

I am excited to contribute to the proposal by expressing my intent to have my facility participate in the project and hire up to x RN Residents, recruit clinical coaches as their mentors, and provide RN Residents the opportunity to participate in the RN residency program fully. [Insert experiences and expertise as it relates to long-term care, geriatric population, or nursing education…highlight insights and connections that you will bring to the group, also add anything about organizational affiliations or leadership with could help and that might benefit from this proposal]

I look forward to contributing to the work of your team and success of the project.

Sincerely yours,

insert signature and title

Email/phone]