**Academic Year Reassigned Time Funding Request**

**Example Letter**

Date

RE: Request for Reassigned Time Funding, COAST State Science Information Needs Program

Dear Dr. Kamer,

This letter is written in support of the proposal by Dr. X, titled "[INSERT TITLE]", to the COAST State Science Information Needs Program.

Dr. X is requesting [INSERT NUMBER] semester WTUs of reassigned time for [INSERT TIME FRAME, e.g. Fall 2021] to allow her/him to focus her/his efforts on the activities described in this proposal. I agree that the request 1) is justified for the proposed activities Dr. X will undertake and 2) will be granted to Dr. X as specified in the proposal if the award is made.

Please don't hesitate to contact me with any additional questions regarding this matter.

Signature

[Signatory should be chair of the applicant’s department]