Month 00, 20XX

Name

Title

Affiliation or Company

Address

City, State 00000

Dear NCAA Leadership Academy Workshop Selection Committee,

**Instructions: Please include the paragraph below verbatim.**

I acknowledge that the “NCAA Leadership Academy Workshop educates and trains athletics administrators on the ins and outs of developing effective, comprehensive leadership curriculum for student-athletes and department staff.” As the Athletic Director at Insert Institution here, I am in full support of our institution participating in the NCAA Leadership Academy Workshop, with the purpose of creating or enhancing the leadership development programming for our athletic department within the next one to two years.

**Instructions: Please include a statement of the impact participating in the program could have for your institution. See example below:**

*Implementing a leadership program on our campus would positively impact the student-athlete experience at our institution. Participating in the NCAA Leadership Academy Workshop would allow our staff members to gain skills necessary to prepare student-athletes for the challenges they face at John Doe University, while allowing staff members to make valuable connections with peer institutions. I believe in the importance of developing a leadership program and commit to providing resources to support this effort (e.g. time, money, etc.).*

Sincerely,

First Name Last Name

Position

Contact information

Signature