SCHOOL LETTERHEAD

DATE

Dear Israel Institute,

I am writing in support of FACULTY NAME’S proposal to develop a new course about modern Israel for the Department of DEPARTMENT NAME at UNIVERSITY NAME.

The NAME OF NEW COURSE will be worth three credits, run the full SEMESTER OR QUARTER, and meet general education, major, and/or minor requirements.

This course will be offered for the first time in TERM AND YEAR and be added to INSTRUCTOR’S NAME’s regular rotation to be taught every [TERM/YEAR/OTHER YEAR].

Please do not hesitate to contact me if you have any further questions.

Sincerely,

NAME OF AUTHORIZED SIGNATORY  
TITLE OF AUTHORIZED SIGNATORY  
EMAIL OF AUTHORIZED SIGNATORY