

Preface

A common question is what should be included in the letter of support from the institution's administrator (i.e., President, Chancellor, Provost, etc.).

While the content of each letter will vary based on institutional priorities, the Global Secretariat is providing this general outline based on prior successful applications.

You are not required to follow this template. It is for informational purposes only.

[On Institutional Letter Head]

Age-Friendly University Global Network Secretariat
Arizona State University

<Date>

To The Age-Friendly University Global Secretariat

Paragraph 1: Introduces the University. This paragraph summarizes the institute of higher education, its history, successes, key facts, and community.

Paragraph 2: Engagement of Older Persons. This paragraph provides a summary of the work done towards Age-Friendly University Status. It is often used to highlight exemplars of activities at the institutions. For those in the initial stages of developing programs, It may also be used to highlight plans or upcoming activities.

Paragraph 3: Future Plans. This paragraph summarizes how the institution plans to continuously improve its engagement with the Ten Principles of an Age-Friendly University. It may include highlights of future activities, planned events, or hopes for the future.

Paragraph 4: Engagement with the Global Network. A required section. This paragraph should briefly describe what the institution hopes to gain from participating in the Global Network. It should include a commitment to being an Age-Friendly University Campus.

Paragraph 5 (Optional): Contacts. Some institutions end by highlighting the Committee, Task Force, Department, or Individual who will lead these efforts.

**Signature
Block**

Note: *This is only provided as an example. The specifics of each institution's letter of support will vary based on the institution. However, the letter must include a statement of commitment to the Age-Friendly University Principles/Age-Friendly University Status.*