

Outline for a Letter of Support (Recommendation Letter)

Letter of support (recommendation letter) from the head of department or supervisor (in the home country), specifying the specific value expected to be gained from the training, and its expected impact on the applicant's organization and home country.

1. Introduction:

- Briefly introduce yourself as the head of department or supervisor.
- State your position and relationship with the applicant.

2. Value Expected from the Training:

- Outline the specific knowledge and skills the applicant is expected to gain from the training.
- Highlight why this training is essential for their job and the organization's needs.

3. Expected Impact on the Applicant's Organization:

- Describe how the training will benefit the applicant's organization.
- Discuss how the skills and expertise acquired will enhance the applicant's contributions to the organization's goals and objectives.

4. Expected Impact on the Home Country:

- Explain the broader implications of the training for the applicant's home country (how the training will help the applicant's home country).
- Discuss how the applicant's enhanced capabilities will contribute to addressing challenges and advancing initiatives in the home country.

5. Personal Recommendation:

Please Note: The provided outline is intended as a helpful resource to guide your writing process (if needed). You can adjust it to suit your preferences.