Applicant Name, Suffix

Position Title

Institutional Address

City, State, Zip Code

Date

Dear Dr. XXX,

As we discussed, I have agreed to be a Collaborating Investigator on your American Diabetes Association research proposal titled “*Title of Application."* I will devote XX% effort to this proposed study. As you know, I have extensive training in " " and I am looking forward to collaborating with you by “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”.

I look forward to working with you more on your proposed project and hope to help you reach the goals stated in the aims of the submitted proposal.

Best regards,

{Signature}

XXX, Suffix

Position Title