October 3, 2025

Innovation Grants Committee

San Diego Mesa College Foundation

7250 Mesa College Drive

San Diego, CA 92111

Subject: Letter of Approval for Innovation Grant Application

I am writing in my capacity as Vice President of [*Title*] at San Diego Mesa College to formally support the Innovation Grant application for [*Grant Project Title*] proposed by [*Project Lead*].

This project has been reviewed and aligns with the mission, priorities, and strategic goals of Mesa College, and conforms to institutional guidelines for activities. I am confident that it will contribute meaningfully to [*Description of how project aligns with key Mesa College objectives]*.

As Vice President of [*Title*], I fully support this initiative and will provide the necessary institutional resources and oversight to ensure the project’s successful implementation and sustainability. Should the application be funded, my office will work collaboratively with the project team and appropriate campus offices to ensure compliance.

Thank you for your consideration of this proposal. Please do not hesitate to contact me if additional information or documentation is required.

Sincerely,

[*Name*]

Vice President, [*Title*]

San Diego Mesa College

[*Phone Number*]

[*Email Address*]