**Letter of Commitment - Boilerplate Text**

[SENDER ADDRESS BLOCK]

[DATE]

Visualizing the Future Organization Team

℅ Justin Joque, Ph.D.

Visualization Librarian

University of Michigan Library

818 Hatcher Graduate Library South

913 S. University Avenue

Ann Arbor, MI 48109-1190

Dear Dr. Joque,

We fully support the participation of [NAME] in the IMLS-funded Visualizing the Future National Forum. We understand that this participation comprises the following activities between March 2019 and November 2020:

* Individual research projects, approximately 2 to 4 hours per week  
  (March 2019 to June 2019)
* Monthly virtual meetings, 2 hours per month (March 2019 to November 2020)
* A kick-off meeting in Ann Arbor, MI - 3 days (July 2019)
* A year of course module development, including travel to relevant conferences - approx. 50 hours + conference days (August 2019 to November 2020)
* A closing symposium - 3 days (June 2020)

We understand that all costs related to travel will be covered by the grant. As an institution, we commit to supporting the appropriate work release for this effort, and we see both local and national benefit in the work toward a more critical program for library data visualization instruction. We are excited by the opportunity to have one of our staff members participate.

Sincerely,

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[NAME OF IMMEDIATE SUPERVISOR] [NAME OF ADMINISTRATOR (optional)]

[TITLE] [TITLE]