[insert date]

To Whom it May Concern:

This letter is to endorse [insert applicant’s name]’s application for the Graduate Assistantship Program.

In my role as [insert name]’s primary supervisor, I have discussed their progress and am satisfied that they are capable of completing and managing the workload as outlined in the guidelines and their proposed casual work.

[insert any other details or comments]

If you have any questions regarding the application, or questions about my support for the proposal, please do not hesitate to be in touch.

Kind regards,

[insert signature]

[insert primary supervisor’s name]

[insert primary supervisor’s name]

[insert position title]

[insert position title]

**Faculty of Fine Arts and Music**

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[insert division]