[insert date]

To Whom it May Concern:

This letter is to endorse [insert applicant’s name]’s application for the 2019 Academic 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**

234 St Kilda Road, Southbank, VIC 3006 Australia

T: +61 3 XXX XXXX | E: [XXXX@unimelb.edu.au](mailto:XXXX@unimelb.edu.au)

[insert division]