Sender’s name

Sender’s address

Sender email

Sender phone

Date

To whom it may concern:

I am writing in support of (Applicant name)’s application for the Walkley Grants for Freelance Journalism on Regional Australia/Judith Neilson Institute Freelance Grant for Asian Journalism.

(Applicant name) has pitched me a project/story about (brief story description). I/my editorial team would be pleased to work with (applicant) towards publishing this story in (masthead) within the timeframe (when it would run).

We haven’t commissioned a story like this from our existing writers/freelancers because (explanation).

Sincerely,

(signature)

(Name)

(role and masthead)