***[Your Organization]***

Think Tank Lab
German Council on Foreign Relations
Rauchstr. 17-18
10787 Berlin

**[Date]**

**Confirmation of Support for [Insert Name] - Think Tank School 2025**

Dear Think Tank Lab Team,

I hereby confirm that we support the application and, in case of selection, the participation of [Insert Name], [insert position & organization], in the Think Tank School 2025.

We allow and encourage [insert name] to participate in the four full-day training modules taking place on:

* Module I: June 3-5, 2025, in Berlin,
* Module II: July 15-17, 2025, in Berlin
* Module III: September 30 - October 2, 2025, in Brussels
* Module IV: November 11-13, 2025, in Berlin

as well as the bi-weekly online Community Calls.

We will support [insert name] in the implementation of their policy project. This includes, but is not limited to, working on tasks related to the policy project, e.g., conducting interviews and shadowings, desk research and analysis, during work hours. [Insert name] will be able to use the infrastructure of [insert organization] to carry out the requested policy project. This includes, for example, the possibility of publishing a policy brief on our website, organizing an event (online or in person, depending on the availability of funds), or any other support that may be required.

We will ensure the participation of a representative from our organization in the final event of the Think Tank School on November 12, 2025, in Berlin, where [Insert name] will present the results of their project.

Furthermore, we agree to cover the tuition fees of 1,175 EUR (excl. statutory VAT) and additionally the costs for travel and accommodation during the training modules in Berlin and Brussels.

Yours sincerely,

[Sender]