[On Letterhead of Partnering Organization]

PARTNER ORGANIZATION LETTER

[Name of Authorized Organizational Representative /Applicant]

[Applicant Organization]

[City, State]

Dear [Project Director]:

[Optional short introduction describing partnering organization’s mission and how it is applicable to the proposed project.]

We commit to participating in and supporting the [Current Year] [Project Title], for the period of [include dates of commitment within proposed project period] in the following way(s):

* Person 1 will … (describe role: what the person will do, time commitment)
* Person 2 will … (describe role: what the person will do, time commitment)

The individuals and our organization agree to abide by the commitments, practices and plans contained in the application.

Sincerely,

[Signature of Partnering Organization’s Authorized Representative (AR)]

Printed Name of AR

AR’s Title (e.g., Executive Director)

Address and telephone number if that information is not already on the letterhead