<Letterhead, if available>

Template for organizational leadership support

Dear Members of the Review Panel:

I strongly support the [Name of Award Applying To] entitled [Project Title] submitted by [Project Lead]. I am pleased to submit this letter of commitment for the project on behalf of [Organization Name] to the [Name of Awarding Agency].

If awarded, we will carry out our project commitment to:

[brief description of project activities the organization will lead/facilitate].

This letter also serves as an acknowledgement of and commitment to adhering to all award requirements.

Kind regards,

<Signature>

<Your Name>

<Your Role>

<Organization>

<Letterhead, if available>

Template for partnership support

Dear Members of the Review Panel:

[Partner Organization] is pleased to submit this letter in support of the [Name of Award Applying To] proposal entitled [Project Title] from [Submitting Organization].

This letter serves as an acknowledgement of [Partner Organization]’s role and responsibility in this partnership, in the event that this proposal is funded.

If awarded, we will carry out our project commitment to:

[brief description of project activities the organization will lead/facilitate].

Kind regards,

<Signature>

<Your Name>

<Your Role>

<Organization>