

[Your Letterhead]

[Month] [Date], [Year]

[Name of Organization]

RE: Financial Commitment & Support Letter for [Grant Program Name]

Dear [Name of Administrator]:

The [Name of Applicant] is pleased to submit a grant application for the [Project Name]. The [Name of Applicant] seeks funds to [insert short description]. The [Name of Applicant] is committing to [##] percent of the total cost for construction. Local matching funds are made available through [Name of Applicant]. The Project is expected to:

- [list improvements & messaging]

In the unlikely event that there are cost overruns, the [Name of Applicant] will use [##] funding to cover the additional costs.

The Project is the [insert messaging]. Receiving funds will allow the [Name of Applicant] to stay on schedule with [insert messaging].

This letter serves to document that these funds are available and committed for use as local match for an [Project Name] award. We look forward to partnering with the [Agency] to construct vital infrastructure [insert messaging].

Sincerely,

[Name of Signer]

[Title]

[Organization]

[Address 1], [Address 2]

[City], [State] [Zip]

[phone number or email address]