

{Organization Letterhead}

Appendix D: Letter of Support Template

Date

Recipient's Name

Recipient's Position

Recipient's Address Line 1

Recipient's Address Line 2

Re: [Insert name of grant]

Dear [Recipient],

On behalf of [name of organization offering support], please accept this letter of support to [name of organization applying for grant] in their application for [Insert name of grant].

[Paragraph describing organization offering the support]

[Paragraph describing why organization is offering support]

If you require more information, please contact us via [insert contact details website/phone/email].

Sincerely,

[Name]

[Position/Title]

[Name of Organization]