Date

Addressee
Organization Name
Address
City, State, Zip

Dear ______________________________:

Paragraph 1 – Introduction:
• Include 2-3 sentences that express enthusiasm and endorsement of the grant application. Use the project’s exact title from grant application and full name of the foundation.
• If there is previous history with this foundation, thank them for the generosity/partnership.

Paragraph 2 – Explanatory:
• Why do you support this project based on your position (ex: President of UNT)?
• What does your entity get out of this?
• Why is it relevant (to the region and the foundation)?
• How will the grant help the program/college/university realize a goal?
• How will it be good for the organization’s population that it serves?
• How will it fill a gap for the organization?

Paragraph 3 – Commitment:
• What is your organization already contributing or willing to contribute to this project (staff, facilities, services, etc.)?
• Try to provide exact values of any cash or in-kind contributions.
• Clarify your organization’s plans to sustain the work beyond the timeline of the grant.

Paragraph 4 – Closing:
• Include 2-3 sentences that reconfirm that you are giving your fullest support/commitment.
• End on a positive note (ex: “I look forward to the success of this program and…”).

Sincerely,

Name, Title
Organization

RULES TO REMEMBER: Stick to one page; should be printed on writer’s company/organizational letterhead if applicable.