

UNT OFFICE OF CORPORATE AND FOUNDATION RELATIONS

Grant Support Letter



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.